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ABSTRACT

This publication provides career information for middle school students on 266 different kinds of jobs. Each job is described in a four-page format that provides the following information: brief overview, background on what it is like to have that career, earnings/salary, hours of work, preparation for this job, helpful high school courses, other training, characteristics/behaviors/attitudes/special qualifications required by the job, additional hints or information, future outlook, and source(s) for additional information. Representative jobs are as follows: accountant, actor/actress, pilot, anesthesiologist, radio and television announcer, therapist, heavy equipment operator, audiologist, auto mechanic, baker, bartender, biophysicist, boilermaker, bookkeeper, bricklayer, carpenter, cartoonist, mason, child day care worker, chiropractor, engineer, clergy member, clerk typist, computer operator, counselor, dental assistant, physician, dietitian, disc jockey, drafter, economist, emergency medical technician, farmer, fire fighter, garbage collector, geologist, home economist, horticulturist, hotel clerk, teacher, janitor, lawyer, librarian, rancher, machinist, manager, marine surveyor, material handler, midwife, nurse, oceanographer, parking lot attendant, pharmacist, pipe fitter, police officer, programmer, recreation leader, sales agent, sandblaster, sociologist, sound mixer, statistician, systems analyst, taxidermist, teller, tool and die maker, translator, upholsterer, watch repairer, and yard coupler. (YLB)

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ED358262

PREVIEW 88

BLACK & WHITE

CAREER INFORMATION FOR MIDDLE SCHOOLS

Florida Department of Education
Division of Vocational, Adult, and Community Education

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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CE 063786

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 1
Career Field Code AHB

TAXES
12000

Accountant, Public

It's a

BRIGHT

IDEA!

THE JOB:

A PUBLIC ACCOUNTANT uses numbers to look at and question the cost for companies and help them try to keep their financial records straight.

What is it like to be a Public Accountant

May prepare tax returns and other reports required by the government. They set up budgets, analyze operations and look at financial statements. They help people and businesses with their financial statements. They help people and businesses with their financial planning and with estate, gift and other tax forms. They make tables and charts to show how a business' money is used.

How much can you make

Earnings range from $13,500 to $40,000/year plus. Persons who become partners in a firm earn $80,000 to $100,000/year or more after many years of experience.

Hours of work

Accountants work many hours of overtime each year, especially during tax season.

To prepare for this job you should...

Complete your high school education and plan on a 4-year college degree in business with a major in accounting. Courses include accounting, business law, statistics, economics and management.

High school courses that are helpful

Mathematics
Bookeeping
Typing and Office Practices
Other Business Subjects

Other training

You should consider taking business accounting courses at a community college and then transfer to a four-year school.

If you want to be a Public Accountant you should

-Like to work with numbers.
-Follow instructions well.
-Pay attention to details.
-Like knowing exactly what you must do each day.
-Not mind doing the same things over and over.
-Have good eyesight (glasses are OK).
-Have neat, clean handwriting.
-Not mind sitting at a desk all day.

Don't Forget

1. Employers will check your grades when you apply for a job as an Accountant.
2. You must be licensed or certified by the state.
3. Many employers offer paid vacations and holidays, group insurance, sick leave, and retirement plans.

What does the future look like for this Job?

The Public Accountant profession is becoming important to companies who need professional knowledge in the field of Accounting.

For more information write to:

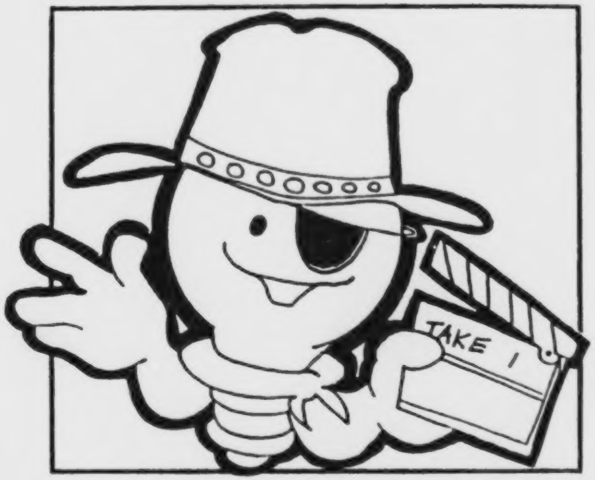
Fla. Institute of Certified
Public Accountants
P.O. Box 5437
Tallahassee, Florida 32301
(904) 878-8228

National Assoc. of Accountants
919 Third Avenue
New York, NY 10022

AICPA
1211 Ave. of the Americas
New York, NY 10036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 2
Career Field Code WAE



Actor/Actress

It's a

BRIGHT

IDEA!

THE JOB:

ACTRESSES AND ACTORS entertain other people. They may perform on stage. They may play roles in motion pictures. They may work for radio or television studios. Actors and Actresses make imaginary characters seem like real people. They may also imitate historical characters or well-known living persons. Actors and Actresses may have to sing and dance in some jobs.

What is it like to be an Actor/Actress

Very few Actors have steady jobs. When one play or movie ends, the actors have to go looking for new jobs. Very successful Actors (stars) may have many job offers from producers and directors. Others may pay talent agents a percentage of their incomes to help them find jobs. When an Actor finds a new part, he must read the script. He then performs a part of the script at an audition. The audition shows producers and directors that he can play the role.

How much can you make

Experienced Actors usually sign contracts with producers for pay. Big stars may make $1,000,000 for each picture.

Hours of work

You will work 30 to 40 hours per week after a show opens. Many more hours are required during rehearsal. Evening and holiday work is common. Many TV jobs you work may require more than 40 hours per week.

To prepare for this job you should...

Definitely finish high school. Try out for a play in high school.

High school courses that are helpful

English
Speech
Drama
Music and dance may also be helpful.

Other training

Prepare to study theatre or dramatic arts at a university or school of drama.

If you want to be an Actor/Actress you should

-Have a good speaking voice.
-Have a lot of self-confidence.
-Have a good imagination.
-Remember details easily.
-Like to travel.
-Be willing to spend a lot of time hunting for jobs.
-Be attracted by recognition and applause at least as much as the pay involved.
-Not be easily discouraged.

Don't Forget

1. Acting is rarely a steady job.
2. When a play goes on 'Tour,' you will have to travel.
3. A few unions provide pensions and insurance programs.
4. Most pro-acting jobs are found in Hollywood, Calfornia, New York, New York, and Florida is up and coming.

What does the future look like for this Job?

Acting is presently an overcrowded field. There are more Actors and Actresses than there are jobs to go around. Even an experienced Actor's career may be hurt by a bad play. Becoming a star can take many years of hard work, a lot of talent, and just plain luck.

For more information write to:

Actor's Equity Union
226 West 47th Street
New York, New York 10036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 3
Career Field Code NS:1

Actuary

It's a
BRIGHT
IDEA!

THE JOB:

An ACTUARY makes insurance and pension plans and makes sure clients have a good financial basis.

What is it like to be an Actuary

They study sickness and injury data (Life, Health and Accident Plans). Study records of fires, burglaries and other hazards. Study wages and retirement plans. Determine the amount of money someone should pay for an insurance policy. Determine basis for giving out company earnings.

How much can you make

Most earn $18,000 to $30,000/year.

Hours of work

Most work some overtime with a 40 hour work week.

To prepare for this job you should...

Finish your high school education and prepare to go to college. College should include: insurance, business, accounting, economics, statistics, management.

High school courses that are helpful

Bookkeeping
Business
Accounting
Mathematics
Other College Preparatory Classes

Other training

Most employers have their own training programs.

If you want to be an Actuary you should

-Like to work with numbers.
-Follow instructions well.
-Like knowing what you must do each day.
-Have neat handwriting.
-Study information and decide how much it is worth.

Don't Forget

It takes 5 to 10 years to become a fully qualified Actuary.
You may have to pass a series of tests given by your employers.

What does the future look like for this Job?

Employment should be fairly good for Actuaries through the 1980's. Most will work for private insurance companies.

For more information write to:

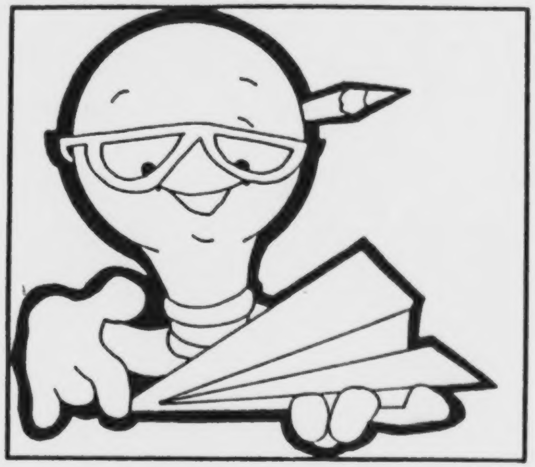
Society of Actuaries
208 La Salle Street
Chicago, Illinois 60604

Casualty Actuarial Society
200 E. 42nd Street
New York, NY 10017

Conference of Actuaries
in Public Practice
10 South LaSalle Street
Chicago, Illinois

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 4
Career Field Code ESA



Aeronautical Engineer

It's a

BRIGHT

IDEA!

THE JOB:

An AERONAUTICAL ENGINEER designs aerospace vehicles such as airplanes, rockets and satellites.

What is it like to be an Aeronautical Engineer

They study designs and prepare cost estimates for different types of aerospace vehicles. They solve problems that come up from experiments with the vehicle. They evaluate test flights of some machines to make sure they work right.

How much can you make

Most workers earn from $25,000 to $40,000/year.

Hours of work

You will work a normal 8:00 to 5:00 work week.

To prepare for this job you should...

Study science, especially physics. Take drafting to prepare for a 4-year degree in Engineering.

High school courses that are helpful

Physics
Chemistry
Drafting
English
Machine Shop

Other training

You will need to get a 4-year degree in Aeronautical Engineering.

If you want to be an Aeronautical Engineer you should

-Like to do scientific work.
-Learn about how airplines fly and how rockets work.
-Like to fly model airplanes.

Don't Forget

1. This occupation requires a 4-year degree in Engineering.
2. You can work for the government, for instance at NASA Space Center.
3. You can work for private airline and rocket companies.

What does the future look like for this Job?

The demand seems pretty stable or even declining some right now. If the government expands the space program, the demand may increase some.

For more information write to:

American Institute of Aeronautics & Astronautics Inc.
1290 Avenue of the Americas
New York, New York 10019

American Society of Aerospace Education
Suite 1303
1750 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 5
Career Field Code ESA

FERTILIZER
ZP40

Agricultural Engineer

It's a

BRIGHT

IDEA!

THE JOB:

AGRICULTURAL ENGINEERS design farm machinery and products for food processing.

What is it like to be an Agricultural Engineer

Research design and products for tilling, planting, fertilizing and harvesting. They help farmers control and conserve soil and water resources. They also find ways to use electric power for processing fruit and vegetables automatically and save money.

How much can you make

Most earn $22,000 to $38,000/year. This varies depending on whether they go into sales, research, design or testing.

Hours of work

Average 40 hours per week.

To prepare for this job you should...

Join a 4H or FFA club if your school has one. Study how machines work. (Can you take things apart and fix them and put them back together again?)

High school courses that are helpful

Machine Shop
Agriculture
Drafting
Mathematics
Physics
Other College Preparatory Courses

Other training

A farming background might be helpful.

If you want to be an Agricultural Engineer you should

-Prepare to go to college for 4 years.
-Try to get a job working on a farm.

Don't Forget

1. Some work in cities where factories that design and build this equipment are located, like Massey Ferguson.
2. This program requires you to study mathematics, physics, and english, as well as farming techniques.

What does the future look like for this Job?

There is currently a shortage of good qualified engineers.

For more information write to:

American Society of Agr. Eng.
2950 Niles Road
St. Joseph, Missouri 49085

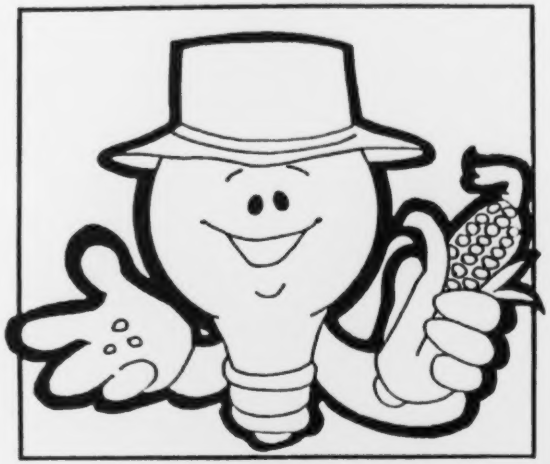
Engineering Manpower Commission
Engineers Joint Council
345 E. 47th Street
New York, NY 10017

National Society of Professional Engineers
2029 K. Street, N.W.

The American Federation of Technical Engineers
900 F. Street, N.W.
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 6
Career Field Code NSM



Agronomist

It's a BRIGHT IDEA!

THE JOB:

An AGRONOMIST is a soil scientist. They help to improve the quality and quantity of crops.

What is it like to be an Agronomist

They conduct experiments on soil. They develop new methods of growing crops. They cross breed different types of seeds. They develop ways to control weeds, crop diseases and insects.

How much can you make

Most earn $15,000 to $30,000/year and more.

Hours of work

When working on a research project, Agronomist put in very long hours of overtime.

To prepare for this job you should...

Join a 4H or FFA club at your school. Plant your own garden and see how it grows. Study biology and botany in school.

High school courses that are helpful

Biology
Mathematics
Physics
Chemistry
English
Other College Prepartory Classes

Other training

Some Agronomist earn doctorate degrees or Ph D's to become real experts in this field.

If you want to be an Agronomist you should

-Like to work with plants and soil.
-Study information and decide what to do with it.
-Plan to get at least a bachelor's degree in Agriculture.

Don't Forget

1. Lengthy education is required.
2. You will have to work outdoors in all types of weather.
3. Some companies have offices in foreign countries.

What does the future look like for this Job?

Many opportunities can be found world wide. There is a need to grow more and more food on less and less land.

For more information write to:

American Society of Agronomy
677 South Segoe Road
Madison, Wisconsin 53711

U.S. Dept of Agriculture
Office of Personnel
Washington, D.C. 20250

University of Florida
College of Agriculture
Gainesville, Fl 32611

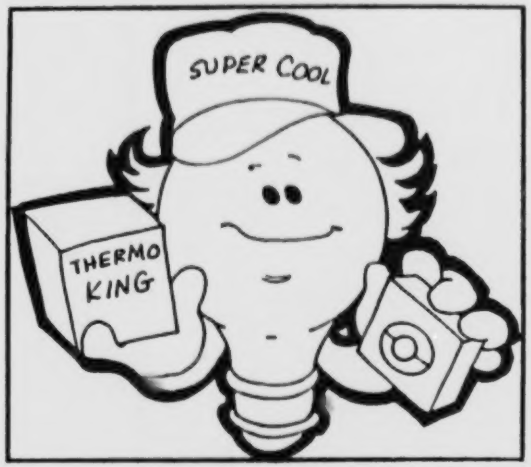
Florida A & M University
College of Agriculture
Tallahassee, Fl 32307

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 7

Career Field Code MCR



Air Conditioning Mechanic

It's a

BRIGHT

IDEA!

THE JOB:

An AIR CONDITIONING AND REFRIGERATION MECHANIC installs air conditioners, refrigerators and freezers. He keeps them running right and repairs them when they break.

What is it like to be an Air Conditioning Mechanic

Air Conditioning and Refrigeration Mechanics work on many types of cooling equipment in many different places. They install air conditioning equipment in homes, offices, schools and stores. They may install equipment during the construction of a new building. Air Conditioning and Refrigeration Mechanics have to know something about welding, pipefitting, soldering, electricity and refrigeration theory. They read blueprints and solve mathematical problems of pressure and temperature.

An Air Conditioning and Refrigeration Mechanic may do some work in a shop with other mechanics. Usually an Air Conditioning and Refrigeration Mechanic wil work alone wherever the equipment is installed. The Air Conditioning and Refrigeration Mechanic often has to lift heavy materials. Carelessness can cause burns, electric shocks and falls.

How much can you make

Earnings Range:	$3.35 - $10.50/Hour
Most Workers Earn:	$5.30 - $9.50/Hour
Usual Starting Salary:	$3.35 - $5.00/Hour

Hours of work

Air Conditioning and Refrigeration Mechanics usually work days, 40 hours/week.

There is more overtime work in the summer and emergency jobs may require long hours.

To prepare for this job you should...

Complete your high school education.

Complete a course in air conditioning, refrigeration, and heating at an area vocational school or technical education center.

High school courses that are helpful

Electric Shop
Machine Shop
Drafting
Geometry

Other training

Armed Services experience in heating, refrigeration and air conditioning may qualify you to become an apprentice.

If you want to be an Air Conditioning Mechanic you should

-Be willing to work in all kinds of weather.
-Be able to work in kneeling or stooping positions.
-Be able to carry 50 pounds and may have to lift 100 pounds.
-Enjoy talking to people since you may have to explain the care and operation of equipment to customers.
-Have an interest in physical science to help you understand refrigeration theory.

Don't Forget

1. Written tests and the approval of the apprenticeship committee are required to become an apprentice.
2. From 3 1/2 to 4 years of apprenticeship and a written test are required to become a journeyman.
3. An apprentice earns regular pay while training.
4. Most employers offer paid vacations and holidays.
5. Extra pay for overtime work.
6. Most Air Conditioning and Refrigeration Mechanics belong to a union.

What does the future look like for this Job?

The need for Air Conditioning and Refrigeration Mechanics is expected to increase rapidly during the next few years. More homes and offices are being built with air conditioning every year and more people are needed for installation and maintenance.

Most Air Conditioning and Refrigeration Mechanics work for dealers, contractors, construction companies, fuel oil companies, and gas utilites.

For more information write to:

Refrigeration Service Engineers Society
433 North Waller Avenue
Chicago, Illinois 60644

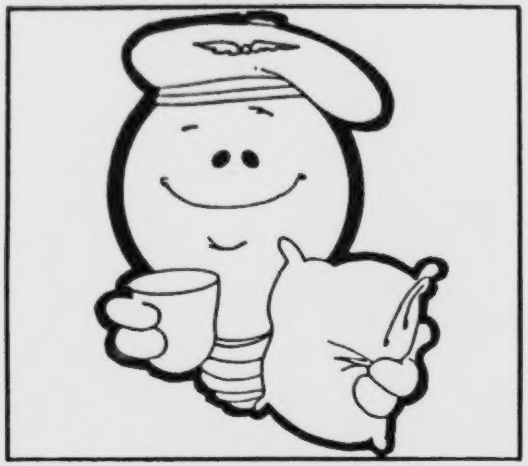
Plumbers and Air Conditioning Mechanics
Local No. 630
1900 Florida Mango Road
West Palm Beach, Florida 33406

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 8

Career Field Code SRV



Airplane Flight Attendant

It's a

BRIGHT

IDEA!

THE JOB:

A FLIGHT ATTENDANT performs a variety of personal services to make the passenger's airplane ride safe comfortable and enjoyable.

What is it like to be an Airplane Attendant

A Flight Attendant greets passengers, verifies tickets, records destination, and assigns seats. They explains safety regulations and equipment. They serves passengers food and beverages.

The Flight Attendant distributes magazines and booklets for entertainment. They show movies, points out places of interest, and answers questions regarding personal services.

The attendant also prepares reports showing the place of departure and destination of passengers. He/she may collect money for drinks (alcoholic)

How much can you make

Most earn from $1500 to $2000/month. Depends on the airline you work for.

Hours of work

80 hours per month.

To prepare for this job you should...

Get a job as a waiter or waitress to see how you would like working with people. Know that you may work holidays and weekends. Know that you will be away from home some of the time.

High school courses that are helpful

Foreign Language
English
Speech
Psychology
Prepare to go to school at least for two years of college.

Other training

Most of the airlines provide their own training. Having two years of college plus a foreign language can really help.

If you want to be an Airplane Attendant you should

-Plan to travel a lot.
-Know that you may have to deal with irate passengers.
-Know that you may have to deal with an emergency situation.
-Know that you could be assigned any where in the country.

Don't Forget

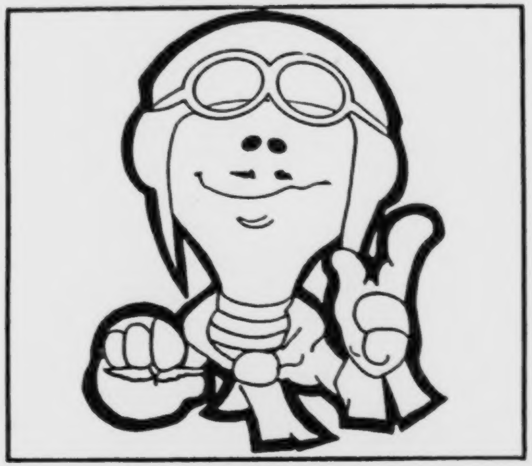
1. Opportunities are limited. Some advance to instructor, customer service director, or recruiting representative.
2. You may need to know first aid.

What does the future look like for this Job?

Much depends on air travel rates and the economy. Opportunities are expected to be excellent through 1985. There is a lot of competition for

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 9
Career Field Code TMM



Airplane Pilot, Commercial

It's a

BRIGHT

IDEA!

THE JOB:

A PILOT operates the controls that fly an airplane.

What is it like to be a Commercial Airplane Pilot

Pilots review a flight plan. They check on how much fuel and weight there is in an airplane. They radio the tower that the plane is ready to take off. They taxi the plane down the runway and take off. They fly the plane to the destination and land the plane safely.

How much can you make

Commerical Pilots earn $50,000 to $60,000/year. The larger the airplane (Like a 747), the more money you can make.

Hours of work

You will only work from 20 to 30 hours per week.
Commercial Pilots can't fly more than 85 hours/month.

To prepare for this job you should...

Consider a training program in the military. If there is a civil air patrol in your town, join it. Plan on traveling a whole lot.

High school courses that are helpful

Science
Mathematics
You must pass an FAA Federal Aeronautical Administration test.

Other training

Many community colleges and airports offer ground and air schooling to help you become a pilot. You must accumulate many hours of flying time to qualify as a pilot.

If you want to be a Commercial Airplane Pilot you should

-Like to fly.
-Consider the military for a good training program.
-Be physically in very good health.
-Be prepared to travel and be away from home.
-Some pilots get 'Jet Lag' trying to adjust to different time zones

Don't Forget

1. You will spend some time away from home.
2. You can work for private airlines, corporations, state and federal governments, and also the military.

What does the future look like for this Job?

Increased energy costs have slowed the demand for pilots. There is very stiff competition for jobs in this field.

For more information write to:

Airline Pilots' Association
1625 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Air Transport Assoc. of America
1709 New York Avenue, N.W.
Washington, D.C. 20006

Airline Transport Association
of America
1000 Connecticut Ave., N.W.
Washington, D.C. 20406

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 10
Career Field Code TTE

Air Traffic Control Specialist

It's a

BRIGHT

IDEA!

THE JOB:

An AIR TRAFFIC CONTROLLER tells the airplane pilots when they can take off and when to land.

What is it like to be an Air Traffic Control Specialist

They give all types of instructions by radio. Keep the planes in line and order both on the ground and in the air. They use radio and other electronic equipment to watch the flights. They can tell how high they are, what direction they are going in and how fast they are going.

They help pilots in distress and help prevent airplane crashes on the ground and in the air.

How much can you make

Pay is pretty good for Air Traffic Controllers. Most earn from $20,000 to $26,000/year. A lot depends on the size of the airport and years of seniority.

Hours of work

All hours of the day or night, including weekends. Many work 40-hour weeks rotating shifts.

To prepare for this job you should...

- Be in good physical shape.
- Be able to work under a huge amount of pressure.
- Have good eyesight.
- Work and think hard for long periods of time.
- Be able to judge distances and time very accurately.

High school courses that are helpful

Speech
English
Algebra
Trigonometry
Science
Other College Preparatory Courses

Other training

The FAA (Federal Aviation Administration) requires you to complete their 17 week training program.

If you want to be an Air Traffic Control Specialist you should

- Be prepared to work for the federal government
- Consider the military as a possible training program.
- Be able to speak and hear very clearly.

Don't Forget

1. There is a lot of pressure with this job.
2. You are responsible for the lives of everyone in a plane.
3. The larger the airport, the more the traffic. The more the traffic, the more the pressure.

What does the future look like for this Job?

This job appears to be growing as smaller cities get more and more air traffic. They will need more Air Traffic Controllers.

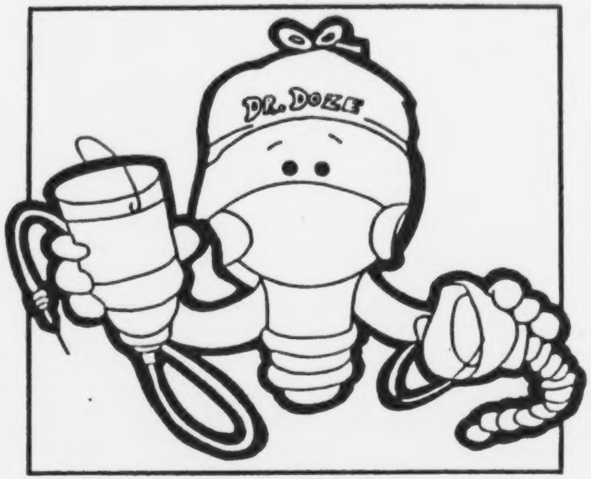
For more information write to:

FAA
Director of Information Servicess (IS-1)
Washington, D.C. 20590

Air Traffic Control Association
Suite 409, ARBA Building
525 School Street, S.W.
Washington, D.C. 20024

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 11
Career Field Code HDT



Anesthesiologist

It's a BRIGHT IDEA!

THE JOB:

ANESTHESIOLOGISTS keep operations from being painful by numbing an area or by keeping the patient unconscious.

What is it like to be an Anesthesiologist

Anesthesiologists are doctors who specialize in anesthesia. They have two main duties. One is to stop pain. The other is to relax a patient's muscles for surgery or other treatment. Some Anesthetics make parts of the body numb. Others make a patient completely unconscious.

Some operations require very deep anethesia. The muscles may need to be relaxed so much that the patient cannot breath without help. The Anesthesiologists must then use a respirator to pump air into the patient's lungs. The Anesthesiologist is also responsible for blood transfusions during an operation. The doctor must replace blood at the same rate it is being lost.

Anesthesiologists may choose the type and amount of anesthetic for an operation. They must keep a patient at the proper level of consciousness for the entire operation. They must also keep a patient breathing and supplied with blood.

Anesthesiologists use many instruments. They use pressure regulators and meters to control the flow of gases. They use other meters and valves to control the flow of blood, liquid anesthetics,and other fluids. They use an instrument called an electroencephalograph to watch brain activity, and other equipment to check heartbeat, breathing rate, and blood pressure.

How much can you make

Earnings Range:	$13,300 - $250,000/year
Most Workers Earn:	$60,000 - $ 70,000/year
Usual Starting Salary:	$13,500 - $ 14,500/year

Hours of work

-Doctors work day or night any day of the week. They are 'on call' for emergencies at any time.
-Most surgery is done early in the morning.

To prepare for this job you should...

Finish high school with plans to attend a medical school. About 10 years of training after high school is required.

High school courses that are helpful

Physics
Biology
Chemistry
Other College Preparatory Courses

Other training

Specialization in Anesthesiology takes 3 to 4 years of pre-medical study, 4 years of medical school, 1 year of internship, and another 4 to 6 years of advanced hospital training and experience.

If you want to be an Anesthesiologist you should

-Enjoy scientific work.
-Have a strong interest in helping other people.
-Work well as a member of a team.
-Stay calm in emergencies.
-Be able to work on your feet for long periods.
-Have good eyesight and hearing (glasses are ok).
-Be willing to read and study a lot.
-Be able to keep track of many details at once.

Don't Forget

1. A nurse-anesthetist does some of the work of an Anesthesiologist with less training.
2. Many Anesthesiologists have part-time teaching or research jobs.
3. Hospitals offer paid vacations, holidays, free or discounted medical service, free uniform service, health insurance,and retirement plans.
4. Doctors are frequently exposed to diseases.
5. The life of a patient is a BIG responsibility.

What does the future look like for this Job?

Anesthesiologists are in demand as are many health-related personnel.

For more information write to:

American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

American Society of Anesthesiologist
515 Bussee Highway
Park Ridge, Illinois 60068

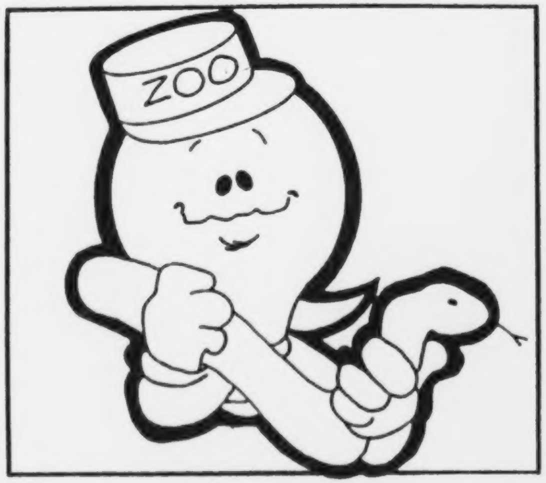
American Association of Nurse Anesthetists
216 Higgns Road
Park Ridge, Illinois 60068

National League for Nursing
Committe on Careers
10 Columbus
New York, NY 10019

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 12

Career Field Code AFH



Animal Caretaker

It's a

BRIGHT

IDEA!

THE JOB:

ANIMAL CARETAKERS take care of pets and experimental animals in kennels, veterinary hospistals, and laboratories. Most Animal Caretakers work in medical laboratories or veterinary hospitals. They are employed by medical schools, research labs and veterinarians. Some Animal Caretakers work in animal production centers which raise animals for sale to experimental labs all over the world.

What is it like to be an Animal Caretaker

Animal Caretakers in medical schools and research labs may have many duties Some technicians may supervise the general care and feeding of the animals. Other technicians may select animals for breeding or for a particular experiment. Many technicians in experimental laboratories assist medical specialist in conductin autopsies.

Animal Caretakers in veterinary hospitals are also responsible for a great variety of duties. In addition to supervising general care and feeding, the technicians must be able to change bandages properly, give pills or injections, and may have to develop x-rays or assist the veterinarian in surgery.

Animal Caretakers employed by animal production center may have to raise some animals completely free of all germs. They may have to breed other animals to carry a specific type of disease.

No matter where the Animal Caretakers works, a lot of the technician's time will be spent studying records and writing reports. Any well-kept animal hospital or research lab smells like antispectic cleaners. A poorly kept one smells terrible.

How much can you make

Earnings Range:	$3.35 - $8.00/hour with experience
Most Workers Earn:	$4.00 - $6.50/hour
Usual Starting Salary:	$3.35 - $5.75/hour

Hours of work

Most work 40 hours per week but you may work nights and weekends. Or you may be call during an emergency.

To prepare for this job you should...

Finish your high school education. Joining a 4H club can prove very helpful.

High school courses that are helpful

Algebra
Chemistry
Biology
English

Other training

A 2-year course in animal lab technology is helpful but not required.

If you want to be an Animal Caretaker you should

-Enjoy taking care of animals.
-Not mind working in noisy places.
-Like to work indoors.
-Be able to lift 100 pounds.
-Be able to carry 50 pounds.
-Not mind doing clerical work.

Don't Forget

1. If you wish to work with animals, you may work odd or irregular hours.
2. Some employers offer tuition assistance to students.
3. You could work in experimental lab or experimental work.

What does the future look like for this Job?

Research opportunities are good for those qualified. Zoo, agencies, colleges, and veterinarians employ in the research field.

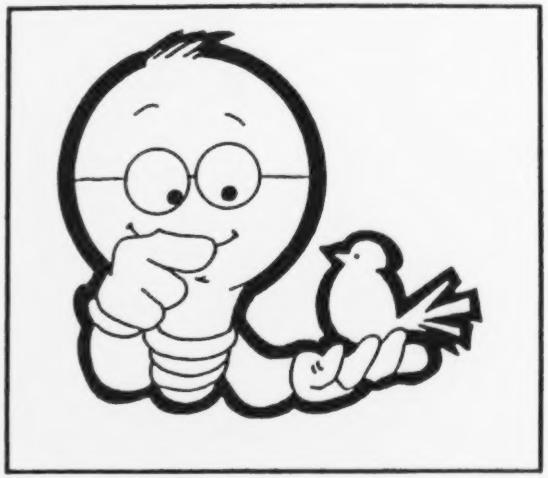
For more information write to:

American Farm Bureau Federation
226 Fourth Avenue
Park Ridge, Illinois 60068

American Veterinary Medical Association
930 North Meacham Road
Schaumburg, Il 60196

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 13
Career Field Code NSM



Animal Scientist

It's a

BRIGHT

IDEA!

THE JOB:

An ANIMAL SCIENTIST conducts research in selecting, breeding, feeding and selling farm animals.

What is it like to be an Animal Scientist

They do research on the breeding and feeding of cows, horses, pigs, chickens and other farm animals. They work with farmers to recommend better housing and sanitary and parasite control. They may research feed and better ways to make animals grow faster.

How much can you make

Earnings Range:	$11,000 - $26,000/year
Most Workers Earn:	$20,000 - $22,000/year
Usual Starting Salary:	$11,000 - $14,000/year

Hours of work

If you are doing research, your hours will be long and irregular.

To prepare for this job you should...

Like to work with animals. Be ready to travel and work outdoors a lot of the time. Raise hampsters or girbils to see if you like animals. Join a 4H or FFA club at your school.

High school courses that are helpful

Agriculture Classes
Biology
Mathematics
Chemistry
Other College Preparatory Classes

Other training

Be prepared to go to college for 4 years and get a degree in Animal Science.

If you want to be an Animal Scientist you should

-Know that many Animal Scientists work in veterinarian clinics, county agriculture departments, food manufacturers and some work for the federal government.

Don't Forget

1. Most begin as helpers in research firms or feed companies.
2. Some become teachers in this field.
3. You will have to take a lot of science classes.
4. There is some danger of injury in this field.

What does the future look like for this Job?

This job looks favorable through the 1980's.
Jobs are found in the manufacturing, trade, agricultural services and government sector.

For more information write to:

The Office of Personnel
U.S. Department of Agriculture
Washington, D.C. 20250

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 14

Career Field Code WAE

EVENING NEWS

RADIO AND TELEVISION ANNOUNCER

It's a

BRIGHT

IDEA!

THE JOB:

A RADIO AND TELEVISION ANNOUNCER speaks on radio and television and announces news, messages, commercials and interviews, etc.

What is it like to be a Radio and Television Annou

Radio and Television Announcers have a variety of responsibilities which include presenting live news and commercials, conducting interviews and being a 'disc jockey'.

Most announcers start out at small stations because they can get a lot of experience in many different areas. In addition to announcing, they can also report news, cover sports and sell advertising.

How much can you make

Earnings Range:	$ 9,000 - $52,000/year
Most Workers Earn:	$12,000 - $33,000/year
Usual Starting Salary:	$10,400 - $20,000/year

Hours of work

Hours are often irregular, but generally within 35-40 hours per week, (sometimes holidays).

To prepare for this job you should...

Finish high school and plan on attending a college or a training program.

High school courses that are helpful

Journalism
Mass Communications
English
Speech
Political Science

Other training

A 3rd class FCC Radiotelephone license is required for transmitter operators.

If you want to be a Radio and Television Announcer you should

-Be outgoing.
-Be imaginative.
-Be a sales person.
-Be friendly.
-Express yourself to others.

Don't Forget

The work of an Announcer is often very exciting, and you may even be a 'star' in your community. However, sometimes the work can be boring and the starting pay is usually very low.

What does the future look like for this Job?

Finding a job as a Radio and Television Announcer looks fairly good, but there is a lot of competition. It is easier for beginners to find jobs in radio, because television jobs are limited to those with experience.

For more information write to:

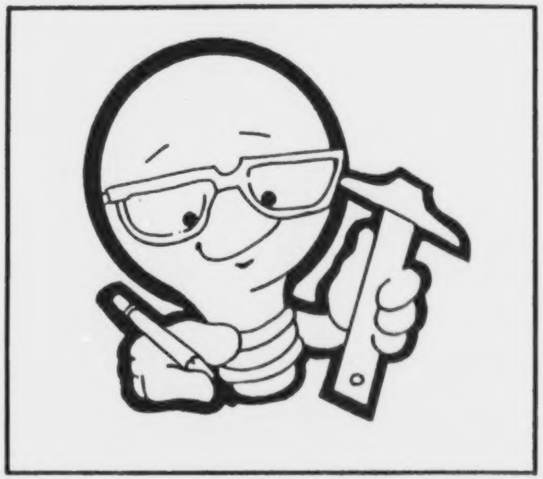
National Assoc. of Broadcasters
1771 North Street, N.W.
Washington, D.C. 20036

National Radio Broadcasters Assoc.
1705 DeSales Street, N.W.
Washington, D.C. 20036

Corp. for Public Broadcasting
111 16th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 15
Career Field Code ESA



Architect

It's a

BRIGHT

IDEA!

THE JOB:

ARCHITECTS plan and design all types of buildings and supervise construction projects.

What is it like to be an Architect

Architects design buildings. They do most of their work indoors in an office. Some time is spent outdoors at construction sites.

Architects need a lot of information to design a building. Customers decide the basic needs for space and equipment. They also say how much money can be spent. The design must follow local building codes and safety laws. A design must also suit the geology of the customer's property.

The first drawings of the plan are shown to the customer. The customer may then ask for changes in the plan. The final plans are drawn to exact scale. They show the location and size of all details. Engineers help plan the plumbing, heating, and electrical systems. Architects and engineers work together to select building materials.

Designing is only half of the job. Architects also helps a customer choose a contractor. They also visit the construction site to make sure everything is done according to plan. They study engineers' tests to see that all parts of the work are strong enough. Architects need a lot of training. They must be expert draftsmen. They must know a lot about civil engineering. They must be good artist. A self-employed Architect must also be a good salesman.

How much can you make

Earnings Range:	$13,500 - $40,000/year plus with many years
Most Workers Earn:	$21,000 - $30,000/year
Usual Starting Salary:	$13,500 - $19,000/year

Hours of work

Self-employed Architects work whatever hours it takes to get the job done. Others work 40 hours, 5 days/week.

To prepare for this job you should...

Finish high school with plans to attend a college or university. An Architect prepares for their carer by attending an accredited Architectural School.

High school courses that are helpful

Drafting
Mathematics
Art
Science

Other training

The bachelor or architecture program usually last 5 years.

If you want to be an Architect you should

-Follow written instructions easily.
-Have a good imagination.
-Enjoy mathematics and science.
-Be willing to study for many years to qualify yourself for a career as an Architect.

Don't Forget

1. It takes five years to earn a bachelor of architecture degree.
2. Architects keep samples of their work to show to possible employers.
3. Bad weather or a shortage of building materials may cause long work delays.
4. Architects buy their own drafting equipment
5. Many Architects are self-employed.
6. Architectural firms and contractors usually offer paid vacations, holidays, sick-leave, group health and life insurance, and profit sharing or retirement plans.

What does the future look like for this Job?

The job opportunities are very good for Architects; however, their jobs depend on how much construction is going on.

Architects may also find opportunities with the government, community agencies, peace corps, or vista, education, or in private practice.

For more information write to:

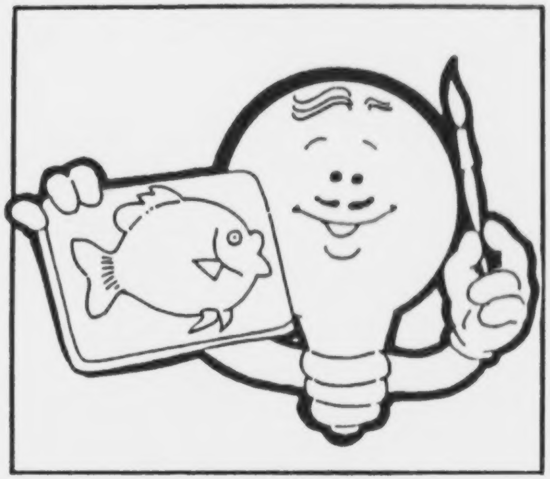
The American Institute of Architects
1735 New York Avenue, N.W.
Washington, D.C. 20006

Florida Association of the American
Institute of Architects
104 E. Jefferson St.
Tallahassee, Florida 32301
(904) 222-7590

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 16

Career Field Code NPD



ART THERAPIST

It's a

BRIGHT

IDEA!

THE JOB:

An ART THERAPIST helps people with mental and physical problems to get better through art programs.

What is it like to be a Art Therapist

An Art Therapist will recommend an art therapy program for a patient, plan that program and then actually teach it to the patient.

Art Therapists evaluate the patient's progress and advises on future treatment. They also keep up and repair art materials and equipment.

How much can you make

Earnings Range:	$12,000 - $20,000/year
Most Workers Earn:	$15,000 - $18,000/year
Usual Starting Salary:	$12,000 - $15,000/year

Hours of work

Usually 40 hours per week with some weekends or evenings.

To prepare for this job you should...

Finish high school with plans to attend a college or university.

High school courses that are helpful

All college preparatory courses that are recommended by your counselor or occupational specialist will be helpful.

Other training

In most settings, you will need a 4 year bachelor's degree in Art Therapy.

If you want to be a Art Therapist you should

-Like working with people.
-Like helping people.
-Like studying and learning about people.
-Like dealing with things, numbers and objects.

Don't Forget

Art Therapists have many different duties that change all the time. You should like doing things on your own, but still work well with others. You will also have to make decisions based on experience and facts.

What does the future look like for this Job?

The need for Art Therapists is expected to greatly increase over the next 10 years.

For more information write to:

National Theraputic Recreation Society
3101 Park Center Drive
Alexandria, VA 22302

Public Inquires
National Institute of Mental Health
5600 Fishers Lane
Rockville, MD 20857

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 17
Career Field Code WAE

Artist, Pictoral

It's a

BRIGHT

IDEA!

THE JOB:

ARTISTS create interesting and/or beautiful works for decoration or instruction. They create pictures, abstract designs and other artwork by using different kinds of techniques.

What is it like to be a Pictoral Artist

Artists work indoors and outdoors. They create works of art for their own pleasure and for the enjoyment of others. They work with many different materials. It would be hard to think of anything that cannot be used in a work of art. In some works of art even the empty space is important. Their are many fields of art. Two are painting and sculpture. There are many specialties in each field. A painter may only paint landscapes or portraits. A sculptor may work only in metal, clay or stone. There are also many styles. Artists may be realists or surrealist. They may be impressionists or expressionists. Artists have many choices to make. They can choose their own materials, style, and subject. Their choices are often affected by what other people will buy. An oil portrait will usualy sell for more than a charcoal still-life. A large sculpture often sells for more than a small one. Artists, especially before they become well-known, may not be able to live on the income from their art. They must earn a living doing some other kind of work. Most successful Artists are also good salesmen. They must use every chance to show their work to other people. Art schools have sales and exhibits for students. Museums and Art galleries have shows for local Artists. Many towns have public art festivals in the spring or summer.

How much can you make

Income depends on how much the Artist sells and at what price. At first the price depends mostly on materials used, subject,and the Artist's skill. Later, the Artist's reputation has a lot of influence on prices.

Hours of work

Some Artists work when they want to work. Others work when they have to work.

To prepare for this job you should...

Finish high school. There are no set requirements for education but you must have a talent for art.

High school courses that are helpful

Geometry
Art
Shop (Wood or Metal)
Other College Preparatory Classes

Other training

You should choose an art school or university to attend.

If you want to be an Artist you should

-Have a good imagination.
-Have a fine sense of color and form.
-Work well with your hands.
-Have a lot of patience.
-Be willing to spend a lot of time learning and practicing new skills.

Don't Forget

1. Few Artists are ever able to make a living entirely from their art.
2. Art galleries often charge a large percentage of the selling price to display a local Artisit's work.
3. A great deal of training and practice is needed to develop even an outstanding talent.

What does the future look like for this Job?

The demand for art, especially for original art, depends greatly on the strength of the economy. Art work sells faster and at higher prices in good times. It sells slowly even at low prices during a recession or depression. Even in good times only a small percentage of Artists can make a living from art. Many use the income from their art to supplement the salary from another job.

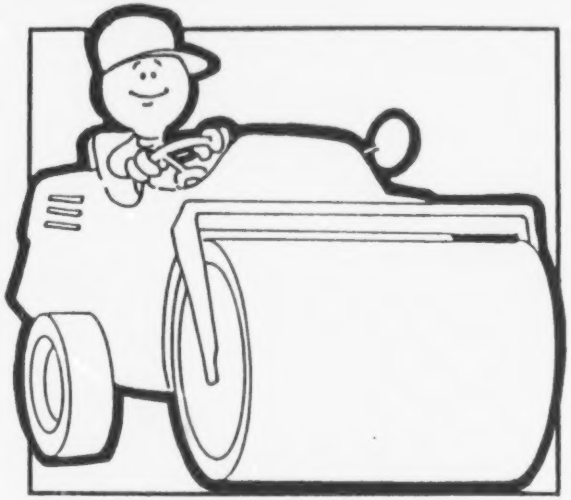
For more information write to:

National Art Education Association
National Education Association
1201 16th Street, N.W.
Washington, D.C. 20036

You may also contact your local Art Gallery, Museum, or Library.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 13
Career Field Code CMD



Asphalt Paving Machine Operator

It's a BRIGHT IDEA!

THE JOB:

ASPHALT PAVING MACHINE OPERTORS run the machine which spreads and levels asphalt on streets. They make sure the asphalt is spread evenly.

What is it like to be a Asphalt Paving Machine Operator

An Asphalt Paving Machine Operator controls his machine and makes sure the asphalt is going to the right places on the road. The operator also makes sure the pavement is the correct thickness and that his machine is running properly.

How much can you make

Earnings Range:	$3.35 - $7.50/hour and above with experience
Most Workers Earn:	$3.70 - $6.50/hour
Usual Starting Salary:	$3.35 - $4.00/hour

Hours of work

Usually 8 hours per day, 5 days a week with some overtime.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Woodshop
Mathematics

Other training

Most training is on-the-job.

If you want to be a Asphalt Paving Machine Operator you should

-Like to work with things and objects.
-Like to work alone.
-Like to work with machines.
-Like to work outdoors.
-Like to follow exact instructions.

Don't Forget

Asphalt Paving Machine Operators need a valid commercial driver's license and you may need to belong to a union. Most training is on-the-job and you will be working in all types of weather and in dirty, noisy condition

What does the future look like for this Job?

There is an increasing need for Asphalt Paving Machine Operators.

For more information write to:

Talk to a paving contractor in your community.

-OR-

Contact your local state employment office.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 19

Career Field Code WAE

Athletic, Trainer

It's a BRIGHT IDEA!

THE JOB:

An ATHLETIC TRAINER shows athletes how to improve their physical fitness for participating in various sports.

What is it like to be an Athletic Trainer

They prescribe routine corrective exercises to build muscles. Recommend diets to gain or loose weight. Help get cramps and soreness out of different parts of the body. Tape up injuries and apply bandages to help heal cuts and bruises.

How much can you make

You can earn from $10,000 to $25,000/year. Much depends on the team you work for. Professional teams generally pay more than college or high school teams.

Hours of work

Normal work week with games being played nights and weekends.

To prepare for this job you should...

Study the different parts of the body. Especially bone structure and muscle construction. Try to become a helper on one of your school's athletic teams.

High school courses that are helpful

Physical Education
First Aid
Health
Science
Other College Preparatory Classes

Other training

You will need at least two years and maybe even a 4-year degree in physical education with an emphasis on athletic training. Some learn on the job.

If you want to be an Athletic Trainer you should

-Not be afraid of the sight of blood.
-Know how the body works and which exercises to recommend to improve muscle tone.
-Like sports.
-Be willing to travel and work nights and weekends.

Don't Forget

1. You will get to be right in the middle of the action, usually on the side lines.
2. Some people teach as well as train athletes.
3. Being a trainer for a winning team is very rewarding.

What does the future look like for this Job?

The future looks good for this type of work. More and more sports are looking for Athletic Trainers who can help improve a team's performance.

Many trainers are physically able to make this a lifetime career.

For more information write to:

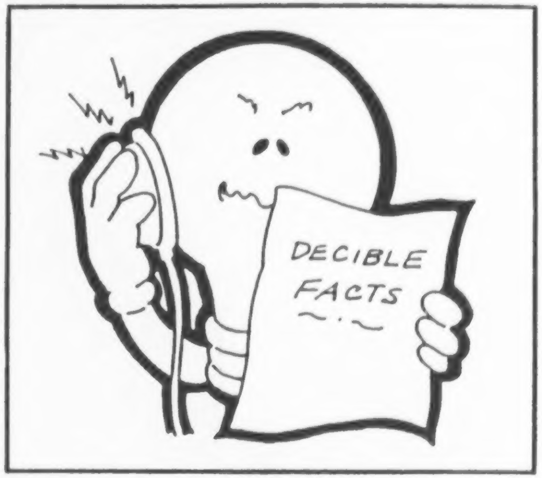
Talk To Your School's Coach.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 20

Career Field Code MPD



Audiologist

It's a

BRIGHT

IDEA!

THE JOB:

An AUDIOLOGIST specializes in finding the cause and helping treat problems related to hearing.

What is it like to be an Audiologist

They test people for hearing problems using special equipment. They work with physicians, psychologists and physical therapists and decide the best treatment for patients. They also work closely with speech pathologists.

One third work in schools. Others work for the government, for doctors, or for colleges and universities.

You may work in hospitals or hearing centers.

How much can you make

Earnings Range:	$14,000 - $25,000/year
Most Workers Earn:	$18,000 - $25,000/year
Usual Starting Salary:	$14,000 - $16,000/year

Hours of work

You usually work a normal work week - 40 hours per week.

To prepare for this job you should...

Plan to go to college for 4 to 5 years. Some states require you to have a teaching certificate.

High school courses that are helpful

Speech
Health
Biology
English
Psychology
Other College Preparatory Classes

Other training

At least four years of training in Audiology is required

If you want to be an Audiologist you should

-Prepare to go to college for at least 4 years.
-Be able to speak and hear very well.
-Like to operate machines.
-Like to deal with people.

Don't Forget

1. Speech and hearing problems are very related.
2. People who you help improve their hearing can be very grateful.

What does the future look like for this Job?

Since 1 out 10 people have some hearing problems, there should be good opportunities for people in this field.

Population growth will increase the number of persons having speech and hearing problems.

For more information write to:

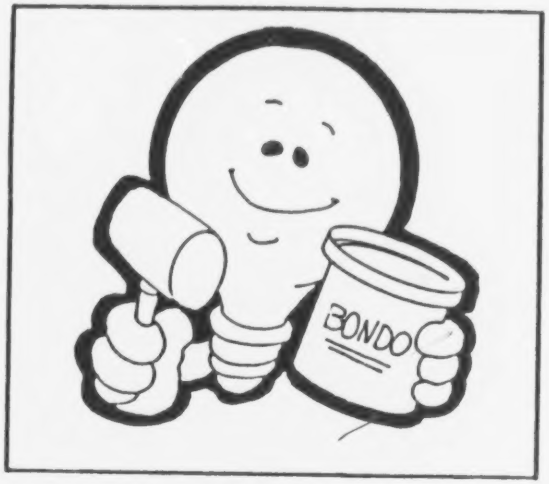
American Speech/Language/Hearing Association
10801 Rockville Pike
Rockville, Maryland 20852

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 21

Career Field Code MCR



Automobile Body Repairer

It's a

BRIGHT

IDEA!

THE JOB:

An AUTOMOBILE BODY REPAIRER straightens frames, smoothes fenders, and replaces smashed parts.

What is it like to be an Automobile Body Repairer

An Auto Body Repairer works in a body repair shop. Most body repair shops specialize in body repair and repainting. A body repair shop is often very noisy and dusty. It may also be filled with paint fumes.

The Auto Body Repairer uses hammers, torches and jacks to straighten sheet metal. He uses grinders and sanders to smooth metal surfaces. He may use plastic or solder to fill small dents. The Auto Body Repairer uses special equipment to straighten bent frames and unit bodies. He may have to weld torn metal or shrink stretched metal with an acetylene torch. In small shops the Auto Body Repairer may also paint or estimate repair costs. Every job an Auto Body Repairer does is different.

How much can you make

Earnings Range:	$5.75 - $13.50/hour
Most Workers Earn:	$6.30 - $8.60/hour
Usual Starting Salary:	$3.35 - $4.20/hour

Hours of work

Most Automobile Body Repairers work days, 40 hours/week. Some rush jobs may need overtime work.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Mathematics
Drafting
Sheet Metal Shop
Auto Mechanics

Other training

An adult course in auto body repair at an area vocational school or technical education center should be discussed with your counselor or occupational specialist and with the local joint apprenticeship committee.

If you want to be an Automobile Body Repairer you should

-Not mind working in cramped positions.
-Be strong enough to handle equipment which may weigh 40 pounds or more.
-Not mind the smell of paint fumes.
-Like to work with tools.
-Like the challenge of never having exactly the same job twice.

Don't Forget

1. Most employers expect an Automobile Body Repairer to buy their own hand tools.
2. Free uniform laundry may be offered.
3. Many employers offer paid vacations and holidays as well as life, health and accident insurance.
4. Retirement plans may be available.

What does the future look like for this Job?

Good repairers are always in demand. Automobile dealerships, private garages, and other places hire Automobile Body Repairers.

For more information write to:

U.S. Dept of Labor Bureau
of Apprenticeship and Training
2574 Seagate Drive, Suite 265
Tallahassee, Florida 32301

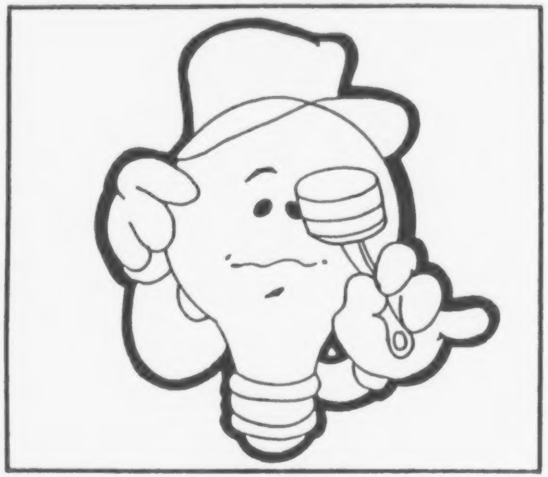
General Motors Corporation
Public Relations Staff
General Motors Building
Detroit, Michigan 48202

Automotive Service Industry Association
230 N. Michigan Avenue
Chicago, Illinois 60601

National Auto Dealers Association
8400 Westpark Drive
McClean, Virginia 22102

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 22
Career Field Code MCR



Automobile Mechanic

It's a BRIGHT IDEA!

THE JOB:

An AUTO MECHANIC repairs and overhauls automobiles, buses, trucks, and other automotive vehicles. The mechanic must be able to look at the vehicle and decide what is wrong and how to fix it.

What is it like to be an Auto Mechanic

An Automobile Mechanic has three kinds of jobs. One job is to keep cars running right, which is called preventive maintenance. Using a checklist the Mechanic looks for worn parts and makes sure everything is adjusted right.
Another job is finding out what is wrong with a car that isn't running right. This is called diagnosis. The mechanic decides what is wrong by looking at the car, by testing different parts, and by listening to the car owner.

The third job is fixing whatever is wrong with a car. To repair the car the Mechanic must know how to take it apart and put it back together again. They may use hand tools (hammers, wrenches, screwdrivers) and power tools (drills, air wrenches, hydraulic jacks).

In a small shop the Mechanic may also give estimates. They tell the owner how much it will cost to fix his car.

Automobile Mechanics work indoors but the shop may be open and drafty to let exhaust fumes out. A Mechanic has to lift some heavy parts. They sometimes have to work in cramped positions to reach a part. Their work is very greasy and dirty.

How much can you make

Earnings Range:	$3.35 - $10.75/hour
Most Workers Earn:	$6.30 - $ 8.15/hour
Usual Starting Salary:	$3.35 - $ 4.75/hour

Many Auto Mechanics are paid by the job on a 'Book Rate Hour' basis.

Hours of work

Most Automobile Mechanics work days, 40 to 48 hours/week.
Some work 4 hours on Saturday mornings.

To prepare for this job you should...

Finsih your high school education. Take a course in Auto Mechanics at an area vocational-technical school or technical education center.

High school courses that are helpful

Mathematics
Business Arithmetic
English
Auto Shop
Machine Shop
Sheet Metal Shop

Other training

A part-time or summer job at a service station is good training.

If you want to be an Auto Mechanic you should

-Be strong enough to lift 40 pounds or more.
-Take pride in doing a good job.
-Be able to stand working in grease and oil.
-Pay attention to detail.
-Not mind explaining to people what you are doing and why.
-You must have mechanical ability.

Don't Forget

1. You will need a driver's license.
2. All Automobile Mechanics start out as trainees. How long you stay a trainee depends on two things (1) how much you learn in school (2) how well you work on the job.
3. Some shops offer free uniform laundry.
4. Auto Mechanics usually have to buy their own hand tools.
5. Most Mechanics have their own cars repaired free.
6. Some employers offer paid vacations and holidays, life, health and retirement plans.

What does the future look like for this Job?

More Automobile Mechanics will be needed during the next few years. More cars are being built and they are moe complicated to work on. Not many people work on their own cars any more. A good Mechanic may become a shop foreman or a service manager. Some all-round Mechanics open their own shops.

For more information write to:

Automotive Service Industry Assoc.
230 North Michigan Avenue
Chicago, Illinois 60601

Automobile Serive Councils, Inc.
188 Industrial Drive
Elmhurst, Il 60126

Automobile Manufacturers Assoc.
320 New Center Building
Detroit, Michigan

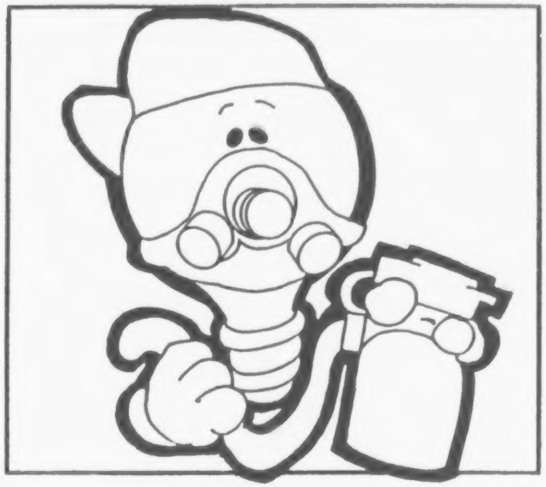
National Auto Dealers Assoc.
2000 K Street, N.W.
Washington, D.C. 20006

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 23

Career Field Code PWM



Automobile Painter

It's a

BRIGHT

IDEA!

THE JOB:

AUTO PAINTER prepare cars for painting and then they paint them.

What is it like to be an Auto Painter

Painters use many different tools like sanders, paint sprayers, and buffing machines.

They apply an undercoat of paint to a metal surface and then spray paint to each part of the car.

They wait until the paint is dry, remove paper and tape from the unpainted surface and then polish the newly painted surface.

How much can you make

Many earn 50% of the cost of the auto paint job. Most earn from $6.00 to $12.00/hour.

Hours of work

Most work from 8:00 to 5:00, 5 days per week.

To prepare for this job you should...

Consider an auto body program at a vocational technical center or community college. Know that you will need to work with all types of power tools. Like to build things. Be in pretty good physical shape because you have to climb, stoop, pinch and work with your hands.

High school courses that are helpful

Metal Shop
Art
Auto Body Repair (If the course is available)

Other training

Some can learn on the job by being a helper. Some can take a formal apprenticeship program. vocational-technical centers and community colleges have courses in auto body repair.

If you want to be an Auto Painter you should

- Know that union membership may be required.
- Know that you may be subject to some hazards by fumes from paint, burns from torches and cuts from metal.

Don't Forget

1. You may get this job by starting as an apprentice.
2. You will receive good pay for the work you do.
3. You wil work in all types of weather, hot an cold.

What does the future look like for this Job?

Cars will always need painting and fixing up, especially since people are keeping them longer.

Increase in the number of automobiles, new freeways and retirement of older employees provide new opportunities.

For more information write to:

U.S. Dept of Labor
Bureau of Apprenticeships
and Traveling
2574 Seagate Dr., Sutie 264
Tallahassee, Florida 32301

Car Craft
5959 Hollywood Blvd
Los Angeles, CA 90028

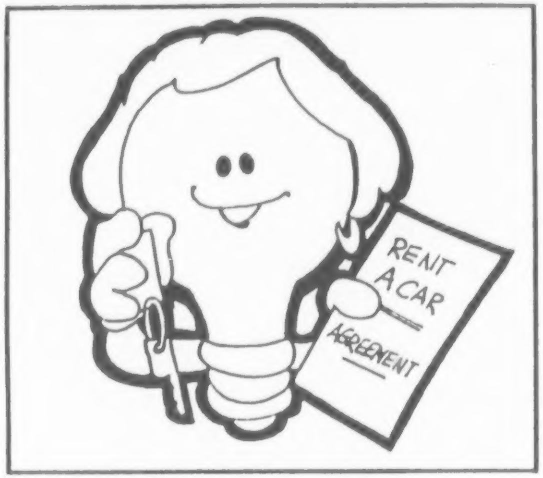
Auto Service Council Inc.
188 Industrial Drive, Suite 112
Elmhurst, Illinois 60126

General Motors Corp
Public Relations Staff
General Motors Building
Detroit, Michigan 48202

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 24

Career Field Code MAS



Automobile Rental Agent

It's a

BRIGHT

IDEA!

THE JOB:

An AUTOMOBILE RENTAL AGENT rents cars to customers at car rental agencies, motels, hotels, airports and other places.

What is it like to be an Automobile Rental Agent

Automobile Rental Agents check driver's licenses and figure out how much it will cost customers to rent the car. They take deposits and make sure the customers get their cars.

Automobile Rental Agents also make sure that the customer is satisfied with the car and the service.

How much can you make

Earnings Range:	$3.35 - $10.00/hour
Most Workers Earn:	$4.00 - $ 6.00/hour
Usual Starting Salary:	$3.35 - $ 4.00/hour

Hours of work

Usually 40 hours per week, including some nights, weekends, and holidays.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Business Math
Retailing
English

Other training

Major car rental agencies require a 1 to 24 week training program for Rental Agents.

If you want to be an Automobile Rental Agent you should

-Be patient.
-Be friendly.
-Have a neat apperance.
-Like to work with other people.
-Help others make decisions.

Don't Forget

Automobile Rental Agents need a chauffer's license and may have to take a test. You will meet interesting people, but you may have to learn to deal with angry customers.

What does the future look like for this Job?

There has been an increase in the car rental business in Florida.

For more information write to:

AVIS RENT-A-CAR
P.O. Box 201
Garden City, NY 11530

National Car Rental Systems
500 Normandale Road
Minneapolis, MN 55424

HERTZ RENT-A-CAR
616 Madison Avenue
New York, NY 10021

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 25

Career Field Code MHE

GASCO
OIL
GASCO

Automobile Service Station Attd.

It's a

BRIGHT

IDEA!

THE JOB:

A AUTOMOBILE SERVICE STATION ATTENDANT pumps gas, changes oil, cleans windshields, puts air in tires, washes and waxes cars, sells automotive equipment, patches tires and tubes, and gives directions to lost tourists.

What is it like to be a Automobile Service Station Attendant

A Automobile Service Station Attendant works outside in all kinds of weather. What a Automobile Service Station Attendant does depends a lot on what each customer wants done. Many people drive in to a service station just for maps or directions.

Most of the time a Automobile Service Station Attendant fills the car's gas tank, checks the oil level, checks the water level in the battery and the radiator, and cleans the windshield. The Automobile Service Station Attendant may also clean the headlights, taillights and the rest of the windows. The Attendant may check the tire pressure or the transmission oil level. Automobile Service Station Attendants do some mechanical work such as lubrication, muffler installation, windshield wiper replacement and wheel balancing. Attendants often repair flat tires or rotate a customer's tires. The Attendant may handle cash payments or fill out credit card receipts.

The Automobile Service Station Attendant is responsible for keeping the service station clean and neat. The Attendant may have to set up displays or take inventories of the merchandise on hand.

A lot of an Attendant's work is dirty and greasy. There is usually a lot of noise. Gasoline fumes and odors from cleaning solvents may be strong.

How much can you make

Earnings Range:	$3.35 - $4.50/hour
Most Workers Earn:	$3.35 - $4.50/hour
Usual Starting Salary:	$3.35/hour

Hours of work

Automobile Service Station Attendants often work more than 40 hours/week. Automobile Service Station Attendants may work nights, weekends, and holidays. Part-time work is usually available.

To prepare for this job you should...

Complete the 8th grade, but you will get a job easier and a promotion faster with a high school diploma.

High school courses that are helpful

Automobile Mechanics
Business Mathematics
Office Practices
English (grammar and spelling)

Other training

You should contact major oil companies and ask about their training programs.

You may be able to find a part-time job as a Service Station Attendant while you are still in school.

If you want to be a Service Station Attendant you should

-Like to work outside.
-Like meeting and helping people.
-Like to work around cars.
-Not mind getting dirty and greasy.
-Not get angry with people or things very easily.
-Be healthy enough to work in all kinds of weather.
-Have good vision and hearing (glasses and hearing aids are ok).
-Not mind working in cramped positions.
-Like to work with tools.
-Be strong enough to lift about 50 pounds and must be able to work on your feet all day.

Don't Forget

1. Some employers provide uniforms and free uniform laundry; some don't.
2. A few employers offer paid vacations and group insurance.
3. You will need a driver's license.

What does the future look like for this Job?

Employment is available for full or part-time work. There are many advancement opportunities for Service Station Attendants. Attendants may become mechanics, assistant station managers or managers of their own stations. Some Attendants become salesmen for national oil companies.

For more information write to:

American Petroleum Institute
Marketing Division
1271 Avenue of the Americas
New York, New York 10020

Automotive Service Industry
Assn.
444 N. Michigan Avenue
Chicago, Illinois 60611

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 26

Career Field Code PWM

Baker

It's a BRIGHT IDEA!

THE JOB:

A BAKER makes cakes. They also makes bread, biscuits, cookies, crackers doughnuts, muffins, pies, pretzels, puddings, rolls, tarts, and cupcakes.
A Baker may be a chemist who invents new recipes or improves old ones. A Baker may be an artist who decorates cakes and pastries.

What is it like to be a Baker

A Baker works indoors out of the weather, but he may not always be comfortable. A Baker may have to work near large ovens. He may pack some products in freezers. In areas where some products are made, the air is kept warm and damp. Almost everywhere Bakers work there is the smell of fresh bread.

A Baker who works in a large plant often has to push or pull carts heavily loaded with dough or ingredients from one place to another. Bakers sometimes have to lift as much as 100 pounds and they must lift and carry up to 50 pounds many times during a day's work. A Baker must work well with his hands and should have a good sense of smell and of taste. He may have to do part of his work stooping or kneeling. Bakers may operate machines which mix ingredients, divide the dough, roll the dough, or mold the dough into different shapes. Things which are done by machines in a large bakery are often done by hand in a small bakery.

A Baker may specialize in making just one product or type of product; he may instruct others who are learning to bake; or he might open his own bakery to make and sell his own goods. Some Bakers work in the laboratories of large companies making and testing new recipes.

How much can you make

Earnings Range:	$3.35 - $8.35/hour
Most Workers Earn:	$5.00 - $7.40/hour
Usual Starting Salary:	$3.35 - $4.00/hour

Hours of work

Most Bakers work days or nights, 40 hours/week.

To prepare for this job you should...

Begin practicing cooking and baking at home. Take a cake decorating course. Plan to study commercial cooking and baking or culinary arts at a vocational technical center, community college or university.

High school courses that are helpful

Arithmetic
Biology
Chemistry
A high school diploma will lead to more rapid promotions.

Other training

Food service courses in high school, vocational school, or the armed services may qualify you to begin work as a Baker's apprentice.

If you want to be an Baker you should

-Like to work around food.
-Like to work inside.
-Be a neat, clean person.
-Be strong enough to work on your feet all day and you should be able to lift up to 100 pounds.
-Not mind doing the same thing over and over.
-Be able to follow instructions well.
-Work well with other people.
-Like to work with your hands.

Don't Forget

1. Uniforms are usually provided by the employer.
2. An apprentice Baker earns regular pay while training.
3. Most Bakeries offer paid vacations and holidays.
4. Bakers can earn extra pay for overtime and evening work.
5. Some employers offer hospitalization insurance, life insurance, and retirement plans.
6. Most bakery workers belong to a union.
7. 95% of all Bakers are men.

What does the future look like for this Job?

Because more machines are being used to do things that used to be done by hand, less Bakers will be needed in the future.

The greatest opportunities are in large cities.

For more information write to:

Associated Retail Bakers
of America
Suite 250, Presidential Bldg.
6525 Belcrest Road
Hyattsville, MD 20782

American Bakers Association
2020 K Street
Washington, D.C. 20006

Bakery and Confectionery Workers
International Union of America
1828 L Street, NW
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 27
Career Field Code MHE

JR DONUT
FLOUR

Baker's Helper

It's a

BRIGHT

IDEA!

THE JOB:

A BAKER'S HELPER makes cakes. They also makes bread, biscuits, cookies, crackers, doughnuts, muffins, pies, pretzels, pudding, rolls, tarts, and cupcakes. A Baker's Helper may be a chemist who invents new recipes or improves old ones. A Baker's Helpre may be an artist who decorates cakes and pastries.

What is it like to be a Baker's Helper

A Baker's Helper works indoors out of the weather, but he may not always be comfortable. A Baker's Helper may have to work near large ovens. He may pack some products in freezers. In areas where some products are made, the air is kept warm and damp. Almost everywhere Baker's Helpers work there is the smell of fresh bread.

A Baker's Helper who works in a large plant often has to push or pull carts heavily loaded with dough or ingredients from one place to another. Baker's Helper sometimes have to lift as much as 100 pounds and they must lift and carry up to 50 pounds many times during a day's work. A Baker's Helper must work well with his hands and should have a good sense of smell and of taste. He may have to do part of his work stooping or kneeling. Baker's Helpers may operate machines which mix ingredients, divide the dough, roll the dough, or mold the dough into different shapes. Things which are done by machines in a large bakery are often done by hand in a small bakery.

A Baker's Helper may specialize in making just one product or type of product; he may instruct others who are learning to bake; or he might open his own bakery to make and sell his own goods. Some Baker's Helpers work in the laboratories of large companies making and testing new recipes.

How much can you make

Earnings Range:	$3.35 - $8.35/hour
Most Workers Earn:	$5.00 - $7.40/hour
Usual Starting Salary:	$3.35 - $4.00/hour

Hours of work

Most Baker's Helpers work days or nights, 40 hours/week.

To prepare for this job you should...

Begin practicing cooking and baking at home. Take a cake decorating course. Plan to study commercial cooking and baking or culinary arts at at vocational technical center, community college or university.

High school courses that are helpful

Arithmetic
Biology
Chemistry
A high school diploma will lead to more rapid promotions.

Other training

Food services courses in high school, vocational school, or the armed services may qualify you to begin work as a Baker's apprentice.

If you want to be a Baker's Helper you should

-Like to work around food.
-Like to work inside.
-Be a neat, clean person.
-Be strong enough to work on your feet all day and you should be able to lift up to 100 pounds.
-Not mind doing the same thing over and over.
-Be able to follow instructions well.
-Work well with other people.
-Like to work with your hands.

Don't Forget

1. Uniforms are usually provided by the employer.
2. An apprentice Baker earns regular pay while baking.
3. Most bakeries offer paid vacations and holidays.
4. Baker's Helpers can earn extra pay for overtime and evening work.
5. Some employers offer hospitalization insurance, life insurance, and retirement plans.
6. Most bakery workers belong to a union.
7. 95% of all Bakers are men.

What does the future look like for this Job?

Because more machines are being used to do things that used to be done by hand, less Baker's Helpers will be needed in the future.

For more information write to:

American Bakers Association
2020 K Street
Washington, D.C. 20006

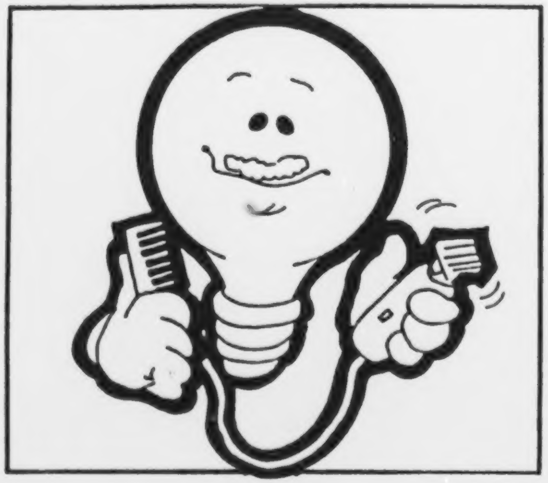
Bakery and Confectionery Workers
International Union of American
1828 L Street NW
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 28

Career Field Code SRV



Barber

It's a

BRIGHT

IDEA!

THE JOB:

A BARBER cuts, trims, shampoos and blow dries peoples' hair.

What is it like to be a Barber

-They work in hair salons and barber shops.
-They cut peoples' hair according to their direction.
-They give scalp treatments to reduce dandruff.
-They may give razor cuts and curl peoples' hair.
-May sweep their own barber area and help keep the shop clean.

How much can you make

Earnings Range:	$200 - $500/week
Most Workers Earn:	$250 - $300/week
Usual Starting Salary:	$200 - $230/week

Hours of work

You may work 40 to 45 hours per week, Monday through Saturday.

To prepare for this job you should...

Not practice cutting your little brother's hair. Plan to finish high school and go to barber school.

High school courses that are helpful

Business Classes
Retailing
Chemistry

Other training

Plan to go to a private or public barber school. Most states require you to be licensed to be a barber.

If you want to be a Barber you should

-Know that you must be at least 17 years old.
-Know that you may have to wear a uniform.
-Buy your own power tools.

Don't Forget

1. You need a license to be a barber.
2. Tools cost $100 to $150 and you must purchase them yourself.
3. You will be on your feet most of the day.

What does the future look like for this Job?

Opportunities seem to be stable right now.
Opportunities are caused mainly by deaths, retirements or high turnover at a particular shop.

For more information write to:

National Asso. of Trade &
Technical Schools
2021 L. Street, N.W. Room 440
Washington, D.C. 20036

National Barber Career Center
3839 White Plains Road
Bronx, New York 10467

National Assoc. of Barber Schools, Inc.
1650 N. Missouri Avenue
Largo, Florida 33540

Assoc. Master Barber & Beauticians
of America
Box 17782
Charlotte, NC 28211

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW #__29__

Career Field Code__SRV__

Bartender

It's a

BRIGHT

IDEA!

THE JOB:

A **BARTENDER** mixes and serves all types of drinks in a restaurant or lounge.

What is it like to be a Bartender

They operate blenders, ice crushes and other mixing machines. They keep the bar area clean and wash all the glasses. May order bar supplies and liquor. May set up beer kegs. May have to handle loud an drunk customers. May work in homes at private parties.

How much can you make

Earnings Range:	$3.50 - $6.50/hour plus tips
Most Workers Earn:	$4.00 - $6.00/hour
Usual Starting Salary:	$3.50 - $4.50/hour

Hours of work

Most Bartenders work evenings, some as late as 2:00 AM to 2:30 AM in the morning.

To prepare for this job you should...

Like to work with people. Do the same things over and over. Know about different kinds of drinks and what goes into them. Like screwdrivers, rusty nails and singapore slings.

High school courses that are helpful

Chemistry
Business Classes
Mathematics
Psychology

Other training

Some private schools offer short bartender classes.

If you want to be a Bartender you should

-Know that you can work in bars, lounges, discos, hotels, motels, restaurants and private clubs.
-Know that some catering companies have private bartenders.
-Be ready to stay on your feet a lot.

Don't Forget

1. You may have to join a union.
2. You may have to be 21 years old to work in most states.
3. Bartenders should be good listeners, because a lot of people like to talk to Bartenders in a bar.

What does the future look like for this Job?

There will always be a good demand for good Bartenders. The number of Bartenders is large and is expected to grow in the future.

For more information write to:

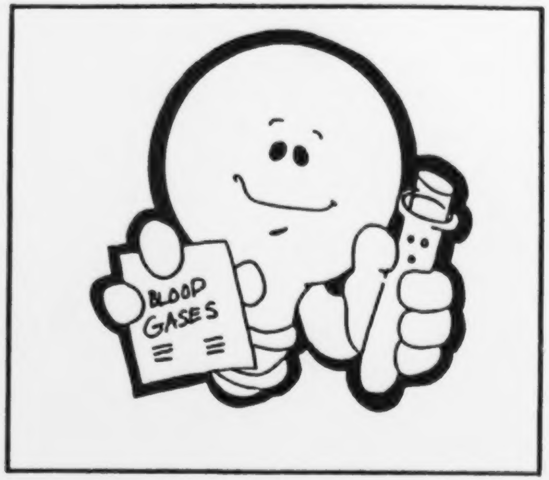
Hotel and Restaurant Employer
and Bartenders Internationl
Union
120 E. Fourth Street
Cincinnatti, OH 45202

Culinary Institute Of America
P.O. Box 53
Hyde Park, New York 12538

American Hotel and Motel Assoc.
888 Seventh Avenue
New York, NY 10019

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 30
Career Field Code ESA



Biomedical Equipment Technician

It's a BRIGHT IDEA!

THE JOB:

A BIOMEDICAL EQUIPMENT TECHNICIAN repairs all types of medical instruments and equipment.

What is it like to be a Biomedical Equipment Technician

You will inspect all types of equipment like blood gas analyzers, spectrophotometers and artificial kidney machines. You must decide what is wrong with them by taking the machines apart and repairing or replacing the broken parts.

You will work with engineers as well as with doctors.

How much can you make

Most earn $17,000 to $25,000/year.

Hours of work

Normal work week except for an emergency which may require overtime.

To prepare for this job you should...

- Like to take things apart and put them back together again. Like to work with your hands fixing things. Know that you will work with mechanical and electrical equipment.

High school courses that are helpful

Mathematics
Drafting
Chemistry
Physics
Electronics
Machine Shop

Other training

A two year degree in biomedical equipment technology or electronics is required.

If you want to be a Biomedical Equipment Technician you should

-Work with machines as well as electronic gear.
-Like mathematics and electronics.
-Study science.
-Get a volunteer job in a hospital.
-Know that you will probably work right in the hospital.

Don't Forget

You can get satisfaction knowing that the equipment you repair is helping to save many peoples' lives.

What does the future look like for this Job?

There is a good demand for qualified technicians since hospitals rely on more and more electronic equipment.

For more information write to:

Engineers Council For Professional
Development
345 E. 47th Street
New York, New York 10017

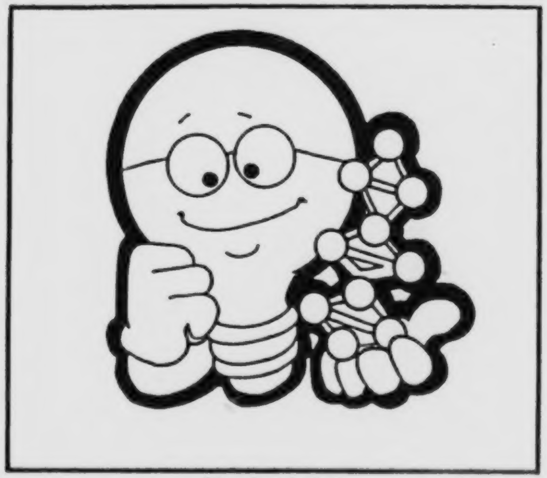
International Society of Certified
Electronics Technicians
2708 W. Berry
Ft. Worth, TX 76109

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 31

Career Field Code NSM



Biophysicist

It's a BRIGHT IDEA!

THE JOB:

A BIOPHYSICIST looks into living cells and organisms and watches how they react to heat, light, sound and electricity.

What is it like to be a Biophysicist

They work to understand the make-up of proteins, how energy affects living cells, and how different factors such as electricity or x-rays affect humans, animals or plants.

How much can you make

Many earn $1500 to $2500/month. A lot depends on a person's years of education and experience.

Hours of work

Usually 40 hours/week with some overtime during experiments

To prepare for this job you should...

Plan on getting more than 4 years of college. Know that you may work in areas that could be dangerous.

High school courses that are helpful

Algebra
Geometry
Physics
Chemistry
Zoology
Foreign Language
Other College Preparatory Classes

Other training

With a 4-year degree you start as a lab tester or a technician. With more training you get more responsibility. Some employers prefer to hire people with Ph.D.'s.

If you want to be a Biophysicist you should

-Know that the military does a lot of research in this area.
-NASA is one example of a place where they hire many Biophysicists.

Don't Forget

1. You must like to experiment with how things work and why they work.
2. You may discover something new or invent a new machine.

What does the future look like for this Job?

Competition is keen for jobs in this field. Best chances are with the federal government and with drug companies.
Because of the increased amount of money being spent on environmental and medical research, job opportunities are increasing.

For more information write to:

Foundation for Medical Technology
Mt. Sinai Medical Center
100 Street, Fifth Avenue
New York, NY 10029

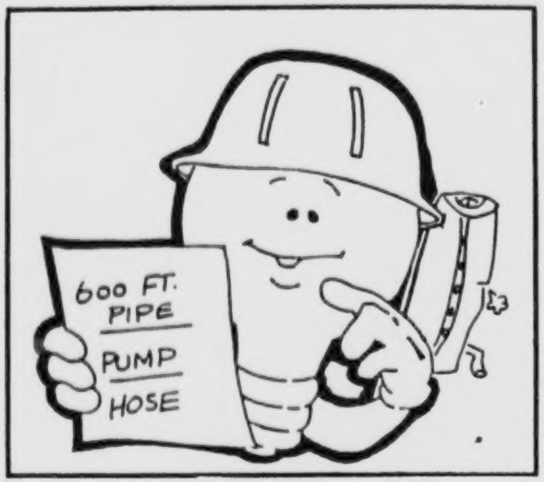
The Biophysical Society
P.O. Box 3054
University Station
Columbus, Ohio 43200

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 32

Career Field Code PWM



BOILERMAKER

It's a BRIGHT IDEA!

THE JOB:

A BOILERMAKER makes and repairs boilers and other pressurized tanks.

What is it like to be a Boilermaker

You will assemble smokestacks, vats, tanks and other such structures. You will repair boiler parts by checking them to see what the trouble is, taking the boiler apart, removing the defective part and welding the part together.

You may also use a rivet gun. They work outdoors and indoors, sometimes in very cramped places.

How much can you make

Some earn as much as $12.00/hour or more. Apprentices, however, start at 50% of that pay, usually $4.00 to $6.00/hour.

Hours of work

Overtime can occur when you have an emergency. Most work 40 hours/week.

To prepare for this job you should...

Learn to use a welding torch. Visit a Boilermaker to see what they do. Like to work with machines. Like to build things. Have an interest in machines.

High school courses that are helpful

Mathematics
Geometry
Mechanical Drawing
Physics
Electricity
Machine Shop

Other training

An apprenticeship training program is a good training program for the career. It takes 8000 hours or 4 years to become a journeyman Boilmaker. The military is another avenue to enter this field.

If you want to be a Boilermaker you should

-Plan to spend 4 years as an apprentice.
-Know that to become an apprentice you may have to take a test.

Don't Forget

1. You may have to lift 100 pounds or more.
2. Some Boilermakers work on ships and in large buildings that need their own steam for heat and power.
3. Blacksmiths, welders, iron workers, and tool and die makers are related occupations.

What does the future look like for this Job?

New electric plants create a need for additional Boilermakers.
The expansion of other industries, such as chemical and petroleum refining, will also increase the demand.

For more information write to:

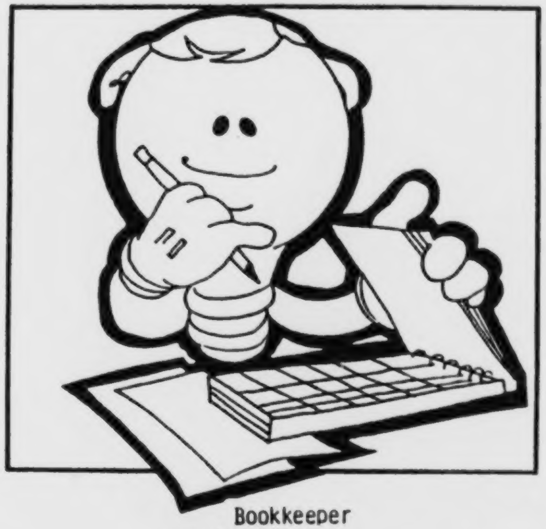
U.S. Dept. of Labor Bureau
of Apprenticeship Training
2574 Seagate Drive
Suite 264
Tallahassee, Florida 32301

International Brotherhood of
Boilermakers, Iron Shipbuilders,
Blacksmiths, Forgers and Helpers
8th at State Avenue
Kansas City, Kansas 66101

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 33

Career Field Code CLE



Bookkeeper

It's a BRIGHT IDEA!

THE JOB:

A BOOKKEEPER keeps detailed daily records so as business will know when it is making money, how much it is making, where it is coming from, and how it is being spent.

What is it like to be a Bookkeeper

A Bookkeeper works in the accounting office of a business. Most bookkeepers work for department stores, banks, insurance companies, government agencies manufacturing firms, and hospitals. An accounting office is usually a clean, comfortable, well-lighted place.

A Bookkeeper keeps records of money the company owes and money other people owe to the company. Bookkeepers collect information from sales slips, invoices, check stubs and other business records. They check arithmetic and enter each day's record in account books. Bookkeepers combine all their records in one book called the master ledger.

Bookkeepers may also figure employee wages and taxes. They may prepare monthly statements to mail to a business's customers. Bookkeepers often operate adding machines, calculators and bookkeeping machines.

In a large office there may be many Bookkeepers. A Bookkeeper in a large office may do only one or two jobs all the time. Some small offices may have only one Bookkeeper who does many different jobs every day.

How much can you make

Earnings Range:	$3.35 - $8.75/hour
Most Workers Earn:	$5.00 - $7.50/hour
Usual Starting Salary:	$3.35 - $4.25/hour

Hours of work

Most Bookkeepers work days, 40 hours/week. Overtime is sometimes needed to meet deadlines.

To prepare for this job you should...

Complete your high school education. You should take bookkeeping courses at an Area Vocational School.

High school courses that are helpful

Business Arithmetic
Typing
English
Business Machine Operator

Other training

If bookkeeping courses are not available in your area you should take office occupations courses.

If you want to be a Bookkeeper you should

-Like to work with numbers.
-Be able to do simple arithmetic without making mistakes.
-Have good eyesight (glasses are ok).
-Like doing the same detailed job over and over.
-Be able to follow instructions exactly.
-Not mind sitting down for long periods.
-Be able to lift and carry about 10 pounds.
-Have very neat handwriting.

Don't Forget

1. Most employers require that Bookkeepers be bonded.
2. Most employers require character references for Bookkeepers.
3. For government jobs Bookkeepers have to take civil service exams.
4. Most employers offer paid vacations and holidays, sick leave, group insurance, and retirement plans.
5. Some employers offer profit sharing or discounts.

What does the future look like for this Job?

Bookkeepers are needed in almost any type of business or office. Future employment will slow down a little because of the use of bookkeping machines and computers.
The occupation has a high turnover rate.

For more information write to:

Clerical Occupations for Women
Today and Tomorrow
Supt. of Documents
Washington, D.C. 20402

National Assoc. & Council
of Business Schools
1518 K Street, N.W.
Washington, D.C. 20005

Division of Voc. and Tec. Education
Bureau of Educational Asst. Programs
U.S. Office of Education
Washington, D.C. 20202

United Busines School Association
1518 K Street, N.W.
Washington, D.C. 20005

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 34

Career Field Code NSM

Botanist

It's a

BRIGHT

IDEA!

THE JOB:

A BOTANIST studies plants, trees and flowers.

What is it like to be a Botanist

They use equipment such as microscopes to study plants and their cells. They study how rain, snow, frost and other types of weather affects plants. The identify and classify plants. They conduct studies and write reports.

How much can you make

Most earn $14,000 to $21,000/year. Some earn $25,000 or more. A lot depends on who you work for and your education.

Hours of work

Most work 40 hours per/week, sometimes more when doing research.

To prepare for this job you should...

Like to figure out the names of different types of plants. You should prepare to go to college at least 4 years. Join a 4H club or science club in high school.

High school courses that are helpful

Biology
Mathematics
English
Chemistry
Physics
Other College Preparatory Classes

Other training

You need at least a 4 year degree in Botany. Many research jobs require even more education.

If you want to be a Botanist you should

-Plan to go to college many years.
-Know that if you discover a new species of plant that the science world will name it after you.
-Know that you may work with farmers doing research.

Don't Forget

You could work for a private research firm, for a seed manufacturer, or for a state or federal government.

What does the future look like for this Job?

Because of the need to feed a growing world population, the international market appears good.

For more information write to:

Botanical Society of America
Botany Department
University of Texas
Austin, Texas 78712

American Institute of Biological Sciences
1401 Wilson Blvd
Arlington, VA 22209

American Physiological Society
Education Office
9650 Rockville Pike
Bethesda, Maryland 20014

American Horticultural Society
1600 Bladensburg, Rd., N.E.
Washington, D.C. 20502

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 35

Career Field Code CMD

Bricklayer

It's a

BRIGHT

IDEA!

THE JOB:

A BRICKLAYER builds walls, chimmneys, porches, columns and sometimes floors.

What is it like to be a Bricklayer

A Bricklayer works outside. If it is cold enough to freeze the mortar or raining too hard to mix the mortar, the Bricklayer cannot work. Most Bricklayers work on new construction projects. They often work high on scaffolds. One danger in construction work is being hit by falling objects. If a Bricklayer isn't careful he may become a falling object.

Bricklayers spread mortar and place brick, concrete blocks, tile, or terra cotta to make walls, arches, columns and other structures. The Bricklayer uses levels, gage lines, and plumb lines to keep his work straight and level. Some of the hand tools a Bricklayer uses are trowels, hammers, chisels and jointers. A Bricklayer has to read blueprints and solve some mathematical problems. When a Bricklayer finishes building a wall he has to caulk around windows and doors and clean the brick with chemicals, water, or steam.

Bricklayers work in the daytime 40 hours per week. A Bricklayer doesn't work much overtime and bad weather may keep him from working much in the winter.

How much can you make

Earnings Range:	$3.65 - $12.00/hour and above for exp. workers
Most Workers Earn:	$5.25 - $10.00/hour
Usual Starting Salary:	$3.65 - $ 5.25/hour

Wages may be higher in large cities.

Hours of work

Bricklayers work days, 40 hours/week. Some overtime may be necessary to finish a job.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Mathematics
Mechanical Drawing
Shop
Blueprint Reading

Other training

A building trades course in brick masonry at an area vocational school, or technical education center can shorten your training time.

If you want to be a Bricklayer you should

-Be able to work in many kinds of weather.
-Not mind working high above the ground.
-Be strong enough to work on your feet all day lifting bricks that may weigh from 10 to 30 pounds apiece.
-Have good eyesight, balance and coordination.

Don't Forget

1. There must be a need for another Bricklayer before an apprentice or a helper is promoted.
2. Apprentices are promoted before helpers.
3. Bricklayers buy their own hand tools.
4. Bricklayers don't work much during the winter and may lose time between jobs.
5. Some employers offer health insurance, life insurance and retirement plans.

What does the future look like for this Job?

The number of job openings for Bricklayers has its ups and downs from time to time. This job depends on how much building is going on and the economy.

For more information write to:

Bricklayers, Masons and Plasterers'
International Union of America
815 Sixteenth Street, NW
Washington, D.C. 20006

Brick Institute of America
1750 Old Meadow Road
McLean, Virginia 22101

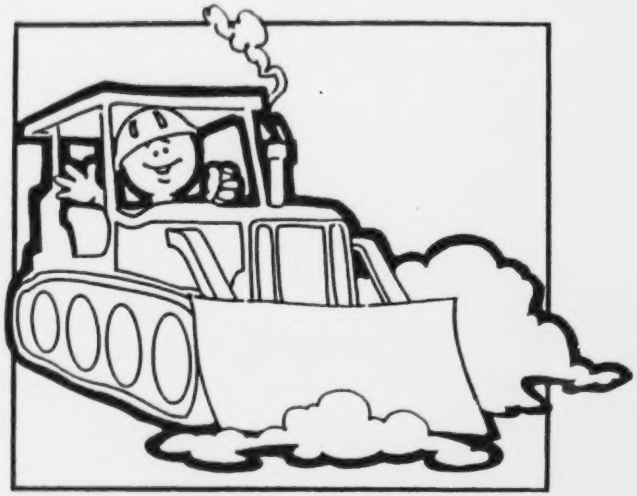
Association General Contractors
of America, Inc.
1957 E. Street, N.W.
Washington, D.C. 20006

Structural Clay Prod., Institute
1520 18th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 36

Career Field Code TMM



Bull Dozer Operator

It's a

BRIGHT

IDEA!

THE JOB:

A BULL DOZER OPERATOR operates a tractor with a blade that cleans trees and rocks for construction

What is it like to be a Bull Dozer Operator

Bull Dozer Operators connect special equipment to the tractor to do different jobs, like cleaning land. They also may be responsible for greasing, oiling and fixing their tractor.

How much can you make

Earnings Range:	$5.50 - $12.00/hour
Most Workers Earn:	$7.00 - $10.00/hour
Usual Starting Salary:	$5.50 - $ 6.00/hour

Hours of work

Usually 40 hours a week with some overtime and weekends.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Driver Education
Automobile Mechanics

Other training

Many employers offer training programs.

If you want to be a Bull Dozer Operator you should

-Like to work with things and objects.
-Like doing the same things everyday.
-Follow directions well.
-Pay attention to details.

Don't Forget

Being a Bull Dozer Operator can make you very tired, and there is a chance you might get hurt. You will have to work outside in all kinds of weather. You may have to join a union.

What does the future look like for this Job?

There should be an increase in jobs for Bull Dozer Operators over the next 10 years.

For more information write to:

Associated Builders and Contractors
729 15th Street, N.W.
Washington, D.C. 20005

Associated General Contractors of America, Inc.
1957 E. Street, N.W.
Washington, D.C. 20006

International Union of Operating Engineers
1125 17th Street., N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 37

Career Field Code IMM

School
Bus No 1

BUS DRIVER

It's a BRIGHT IDEA!

THE JOB:

A BUS DRIVER is a public chauffeur. They drive passengers and baggage between towns and states, or within cities.

What is it like to be a Bus Driver

Some Bus Drivers drive long distance from city to city. Others drive local buses from place to place in one city or town.

Before leaving the garage, a Bus Driver must check the bus' tires, lights, oil, water, windshield wipers, and brakes. On the road a Bus Driver is also responsible for collecting tokens, tickets, or cash fares from the passengers. A BUS DRIVER must keep careful records of the mileage driven and the amount of fares collected. He must also report any delays or accidents.

Driving a bus full of people in a lot of traffic can be very tiring, and very hard on a bus drivers' nerves. A Bus Driver may have a hard time keeping on schedule when the traffic is heavy or when very few passengers have the right change for the fare.

No matter how tired or nervous a Bus Driver is, he must still be courteous and friendly to passengers. Bus Drivers often have to answer questions about bus routes, schedules, and transfer points. Bus Drivers who have many accidents or passenger complaints about them may lose their jobs. 'EXTRA' drivers who stay on schedule and have good safety records get the quickest promotions.

How much can you make

Earnings Range:	$4.50 - $10.00/hour
Most Workers Earn:	$7.00 - $7.50/hour
Usual Starting Salary:	$4.50 - $5.50/hour

Hours of work

-Bus Drivers usually work days or evenings, 40 hours/week. Weekend and holiday work is often necessary.
- The U.S. Department of Transportation rules state that no Driver may drive more than 10 hours in one day.

To prepare for this job you should...

-You will need a high school diploma or certificate.
-You may also want to take a commercial vehicle driving course that is offered at several vocational-technical centers.
-You will need a chauffeur's license.

High school courses that are helpful

English (grammar and spelling)
Business Mathematics
Driver Education

Other training

Driving a truck or delivery van is good experience.

If you want to be a Bus Driver you should

-Be able to work well without anyone telling you what to do next.
-Be able to take a lot of responsibilities.
-Be courteous and kind to other people.
-Have steady nerves.
-Like to work with other people.
-Have good vision (glasses are ok), good hearing and the ability to judge distances well.
-Have good coordination.
-Have a very good driving record.
-Not have any physical disabilities.

Don't Forget

1. Most transit companies prefer to hire drivers who are over 21 years old with at least 2 years driving experience.
2. You must have a good driving record.
3. You should ask local bus companies about their height and weight restrictions.
4. Many Bus Drivers belong to a labor union.
5. Most employers offer paid vacations, group insuraance and retirement plans.
6. Long distance drivers must be familiar with interstate commerce regulations.

What does the future look like for this Job?

Job openings for Bus Drivers will remain about the same and increase a little for the next few years. Many bus lines offer special rates and riding a bus cost less than flying.

For more information write to:

Greyhound Bus Lines
Greyhound Tower
Phoenix, Arizona 85077

Amalgmated Transit Union, AFL -C10
5025 Wisconsin Avenue, NW
Washington, D.C. 20005

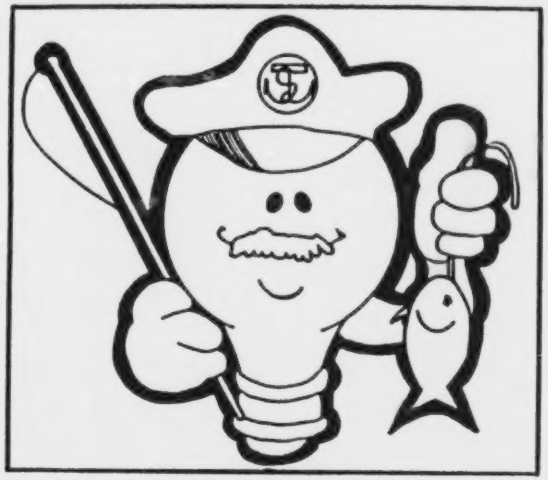
Transport Workers Union
Of America
210 West 50th Street
New York, NY 10019

American Bus Association
1025 Connecticut Avenue, N.W.
Washington, D.C. 20016

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 38

Career Field Code IMM



Captain, Fishing Vessel

It's a BRIGHT IDEA!

THE JOB:

A CAPTAIN OF A FISHING VESSEL charts a course to the right location in a lake or ocean where fish can be caught.

What is it like to be a Captain Of A Fishing Vessel

They must study charts of the water. They steer the boat using a pre-planned map to where the fish are. They use radar and sonar and other types of equipment to find the fish.

After the fish have been located, they will let down lines or a fishing net.

The Captain takes the catch to the fishmarket and sells them. They are responsible for everyone on board.

How much can you make

A lot depends on the size of the boat and how many fish you catch during the year.

Hours of work

When you are out to sea, you can work from early morning until late at night.

To prepare for this job you should...

Love to fish. Live near the water. Know how to read navigation charts. Like being in charge.

High school courses that are helpful

Map Reading
Electronics (you must know how radar and radious work.)
Auto or Diesel Mechanics

Other training

You must be licensed by the U.S. Coast Guard. The Navy is a good training opportunity for this job.

If you want to be a Captain Of A Fishing Vessel you should

-Get a part-time job working on a fishing boat.
-Know that you could get caught in bad weather, which could be dangerous.
-Read maps and charts real well.

Don't Forget

1. Some fishing boats are located in resort areas.
2. You may be a commercial fishing boat captain or you could take tourists fishing.

What does the future look like for this Job?

Turnover of jobs is 'Low'. Good captains who catch a lot of fish keep their jobs for years. Many own their own boats.

This is an active career in Florida because of the number of tourists who come here just to fish.

For more information write to:

Maritini Administration
U.S. Merchant Marines
Office of Labor and Training
Washington, D.C. 20590

Masters, Mates and Pilots
39 Broadway
New York, New York 10006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 39
Career Field Code CMD

Carpenter

It's a BRIGHT IDEA!

THE JOB:

CARPENTERS put lumber together to make shelters for people, animals, or machines. Even brick and steel buildings need carpenters for part of their construction.

What is it like to be a Carpenter

Carpenters work in almost every kind of construction. Carpenters cut boards, timbers, panels and molding with hand saws and power saws. They drive nails and screws. They drill holes and sand floors smooth. Carpenters build framework for houses, forms for concrete, and scaffolds for high construction. Rough Carpenters build the wooden framework that will be covered when a building is finished. Their work must be strong. Finish Carpenters build the woodwork which will be seen when the building is finished. Their work must also be neat and nice to look at. Some Carpenters specialize in laying floors, building stairs or putting in doors and windows.

Most Carpenters work on new buildings for contractors and homebuilders. Some Carpenters do mostly remodeling and repair work. Many Carpenters work for a contractor part of the time and work for themselves part of the time.

Carpenters have to be careful not to fall from scaffolds and ladders. They often get splinters bruises and cuts from handling lumber. They also have to know the proper way to use hand tools and power tools so that they cut the lumber and not hands, fingers and arms.

How much can you make

Earnings Range:	$6.00 - $10.80/hour and above
Most Workers Earn:	$5.00 - $ 9.00/hour
Usual Starting Salary:	$4.50 - $ 5.25/hour or 50% of journeyman's wage.

Hours of work

-Most Carpenters work days, 40 hours/week. (Overtime pays extra.)
-Many self-employed Carpenters work more than 40 hours/week.

To prepare for this job you should...

-You will get an apprenticeship easier if you have a high school education.
-You may try building small things at home with someone's supervision.

High school courses that are helpful

Algebra
Mathematics
Geometry
Woodworking Shop
Machine Shop
Mechanical Drawing

Other training

A building trades course in carpentry at an area vocational school or technical education center may shorten your time as an apprentice.

If you want to be a Carpenter you should

-Enjoy working with other people.
-Be strong enough to lift and carry boards that may weigh up to 50 pounds.
-Not mind working where it is noisy and dusty.
-Have good eyesight (glasses are ok)
-Not mind working in high places.
-Be able to work by a set of rules and be proud of doing a good job.
-Be prepared to do some of your work outside whether the weather is good or bad.

Don't Forget

1. Carpenters buy their own hand tools, hard hats, and protective shoes.
2. Carpenters may not work during part of the winter.
3. Some employers offer paid vacations and holidays, health insurance, life insurance, and retirement plans.
4. Most Carpenters belong to a union.

What does the future look like for this Job?

Job openings are expected to grow in urban areas as many people are moving away from the hustle of large cities.

Opportunities will depend on how much construction takes place in Florida.

For more information write to:

Associated Builders and
Contractors, Inc. Rm. 409
444 N. Capitol St., N.W.
Washington, D.C. 20001.

Assoc. General Contractors
of America, Inc.
1957 E Street, NW
Washington, D.C. 20006

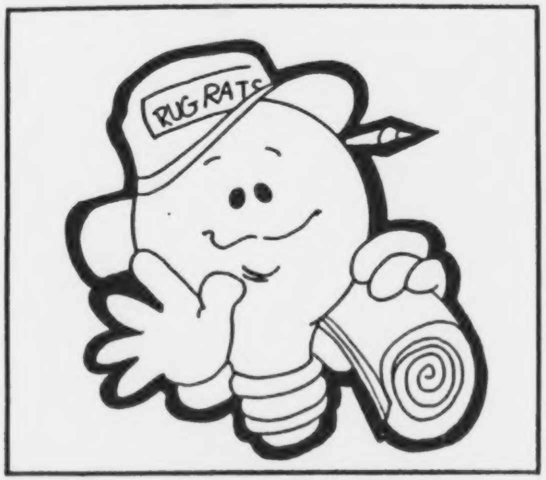
United Brotherhood of Carpenters &
Joiners of America
101 Constitution Avenue, NW
Washington, D.C. 20001

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 40

Career Field Code CMD



Carpet Installer

It's a

BRIGHT

IDEA!

THE JOB:

A CARPET INSTALLER measures, cuts and lays carpet in homes, offices and public buildings.

What is it like to be a Carpet Installer

They pick up carpet at a carpet warehouse in a truck and take it to the site where it is to be installed. Then they unload it, unroll it, measure it and cut it to fit the size of the floor.

They put pad down and special tack strips around the edges of the room. They then stretch the carpet using a carpet stretcher and staple and glue the carpet to the floor.

How much can you make

Usual Starting Salary: \$3.35 - \$3.50/hour. Wages may be paid by the amount of carpet to be installed (example: \$1.75 to \$2.00/yard).

Hours of work

Some overtime may be required to finish a job. There is also some slack time where there is little work.

To prepare for this job you should...

Watch someone installing carpet to see how they do it. Be prepared to learn this career working on the job.

High school courses that are helpful

Physical Education
Mathematics (to learn how to measure carpet)
Geometry
Business Classes

Other training

This career is learned by first becoming a carpet installer helper.

If you want to be a Carpet Installer you should

-Know that moving large rolls of carpet is not easy since they usually weigh over 100 pounds.
-Plan to finish your high school education at least.

Don't Forget

1. You may have to buy your own carpet tools. A seamer, stair tool, carpet stretcher, staple gun and carpet knife are a few of the tools you will need.
2. You can get your knees damaged from installing carpet.
3. You can also get your fingers cut from very sharp knives.

What does the future look like for this Job?

Many people are fixing up older homes rather than buying new ones. There happens to be a stable need for good carpet installers.

Employment outlook is best for the carpet installer with experience in both carpet and other floor laying.

For more information write to:

Carpet & Rug Institute
P.O. Box 2048
Dalton, Georgia 30720

U.S. Dept. of Labor Bureau
of Apprenticeship Training
2574 Seagate Drive
Suite 264
Tallahassee, Florida 32301

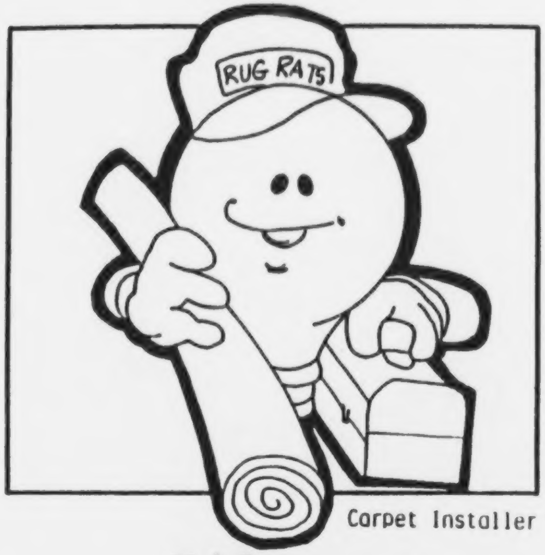
Resilient Floor Institute
1013 15th Street, N.W.
Suite 350
Washington, D.C. 20005

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 41

Career Field Code MHE



Carpet Installer Helper

It's a

BRIGHT

IDEA!

THE JOB:

A CARPET INSTALLER HELPER measures, cuts and lays carpet in homes, offices and public buildings.

What is it like to be a Carpet Installer Helper

They pick up carpet at a carpet warehouse in a truck and take it to the site where it is to be installed. Then they unload it, unroll it, measure it and cut it to fit the size of the floor.

They put pad down and special tack strips around the edges of the room. They then stretch the carpet using a carpet stretcher and staple and glue the carpet to the floor.

How much can you make

Usual Starting Salary: $3.35 - $3.50/hour. Wages may be paid by the amount of carpet to be installed (Example: $1.75 to $2.00/yard).

Hours of work

Some overtime may be required to finish a job. There is also some slack time where there is little work.

To prepare for this job you should...

Watch someone installing carpet to see how they do it. Be prepared to learn this career working on the job.

High school courses that are helpful

Physical Education
Mathematics (to learn how to measure carpet)
Geometry
Business Classes

Other training

This career is learned by firsthand experience on-the-job.

If you want to be a Carpet Installer Helper you should

-Know that moving large rolls of carpet is not easy since they usually weigh over 100 pounds.
-Plan to finish your high school education at least.

Don't Forget

1. You may have to buy your own carpet tools. A seamer, stair tool, carpet stretcher, staple gun and carpet knife are a few of the tools you will need.
2. You can get your knees damaged from installing carpet.
3. You can also get your fingers cut from very sharp knives.

What does the future look like for this Job?

Many people are fixing up older homes rather than buying new ones. There happens to be a stable need for good carpet installers.

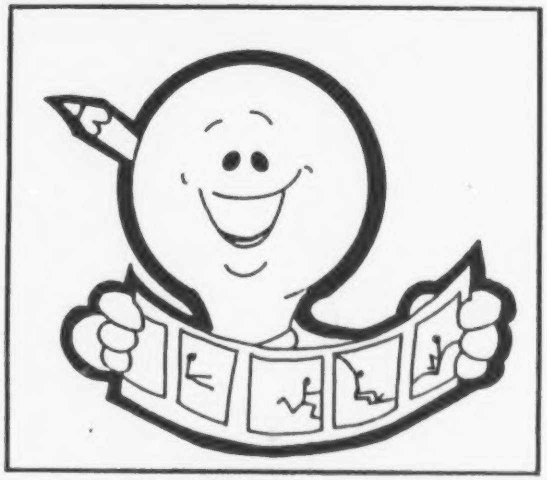
For more information write to:

Brotherhood of Painters
Decorators and Paperhangers
of America
1925 K Street, N.W.
Washington, D.C. 20006

Carpet & Rug Institute
P.O. Box 2048
Dalton, Georgia 30720

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 42
Career Field Code WAE



Cartoonist

It's a BRIGHT IDEA!

THE JOB:

CARTOONISTS draw cartoon for comic strips, magazines, film strips and illustrations.

What is it like to be a Cartoonists

Cartoonists work indoors. Some draw cartoons for magazines and newspapers. Others draw cartoons for animated movies. Cartoonist and writers often work together to produce comic books. They also work in advertising and television.

Cartoonists need a lot of artistic talent and good imaginations. They also need drawing equipment. They use drawing boards, T-squares, and triangles. They need pencils, pens, and extra pen nibs. They also need paper, soft erasers, brushes and black ink. They may use thumbstacks or masking tape to hold their work in place on the drawing table.

Cartoonists usually work in comfortable, well-lighted rooms. They spend a lot of time sitting at a drawing table. A good drawing table is adjustable for height and tilt. An adjustable stool or chair also adds to a Cartoonists comfort.

Most Cartoonists keep files of cartoons. One file is called a 'MORGUE'. The morgue contains rough sketches and work by other artists which may be used to suggest new ideas. Another file is called a portifolio. The portifolio contains the Cartoonist's best work. It is often used to impress possible employers.

How much can you make

Self-employed Cartoonists may sell their work for $5 to $500 per cartoon. Salaried Cartoonists earn from minimum wage to over $500 per week.

Hours of work

Self-employed Cartoonists work as many hours as it takes to earn a living. Salaried Cartoonists usually work 5 days, 40 hours/week.

To prepare for this job you should...

Complete your high school education.

Three good ways to get started in cartooning are:
(1) Two or three years of study at a good art school.
(2) Graduation from a college or university with an art major.
(3) Completion of a reputable home study course in art or cartooning.

High school courses that are helpful

Art
Other College Preparatory Classes

Other training

You should practice drawing and you should use every opportunity to display your work in school projects.

If you want to be a Cartoonists you should

-Have artistic talent.
-Like to draw and sketch.
-Have a good imagination.
-Not mind working indoors. (But there is no reason you can't work outdoors when the weather is right.)
-Not be discouraged easily.
-Be interested in selling your work.
-Have a good sense of humor.
-Have an instinctive understanding of what makes people 'TICK'.

Don't Forget

1. Before making a final choice of art schools or home study courses, you should discuss your selection with established Cartoonists or Artists, Art Teachers, and your Guidance Counselor.
2. Many Cartoonists are self-employed.
3. Cartoonists who work regular hours for an employer usually get paid vacations and holidays, sick leave, insurance benefits, and retirement income.
4. Deadlines for completed work may keep even a self-employed Cartoonist working on a regular schedule.

What does the future look like for this Job?

The increased use of cartoons in advertising and in industrial training programs is expected to create new jobs for Cartoonist. The competition will continue to be great, however, making school training increasingly important for the beginner.

For more information write to:

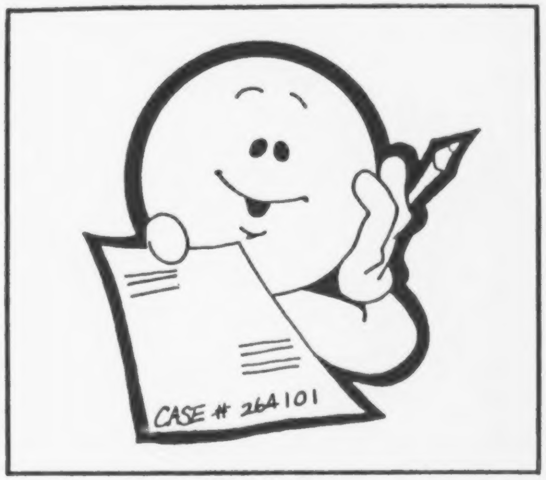
National Art Education Assoc.
National Education Assoc.
1201 16th Street, NW
Washington, D.C. 20036

Magazine Cartoonist Guide
28 E. 22nd Street
New York, NY 10010

Newspaper Comics Council
'A Career For You In The Comic
260 Madison Avenue
New York, NY 10016

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 43
Career Field Code SLR



Case Worker

It's a BRIGHT IDEA!

THE JOB:

A CASEWORKER helps people who have problems with their family, life or community.

What is it like to be a Caseworker

A Caseworker is assigned a case load by his/her supervisor. They try to find out what is causing the problems of the family or individual. They then try to find an agency or service or other helpful group to solve the peoples' problems.

You may work with welfare people, help your client plan a budget, or help to find them work if they are unemployed.

How much can you make

You can earn from $11,000 to $15,000/year and more. A lot depends on your experience, education and where you live.

Hours of work

Usually 40 hours/week but you may be called in for emergencies.

To prepare for this job you should...

Be prepared to get a degree in social work. Study how people act in certain situations. Like helping people. Have an optimistic outlook on life.

High school courses that are helpful

Psychology
Social Studies
Family Living
Sociology
Other College Preparatory Classes

Other training

Many Caseworkers have a 4 year degree in social welfare, psychology, education, sociology or counseling. Some get their MSW (master's degree in social work).

If you want to be a Caseworker you should

-Like to help people who are less fortunate than you.
-Be a very good listener.
-Prepare to go to college for at least 4 years.

Don't Forget

1. It is a good feeling when you can help someone.
2. You may become a supervisor with more experience.
3. Further education can also help.
4. You may specialize in working with one group like teenage drug abusers or alcoholics.

What does the future look like for this Job?

Competition for these jobs can be keen. Federal and state cutbacks have reduced these opportunities.

Job opportunities are more available in urban areas.

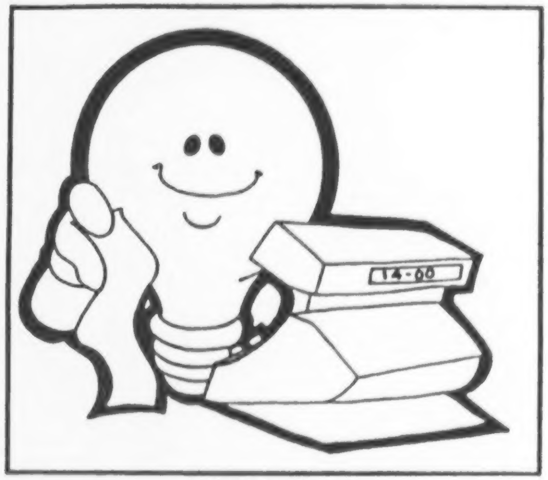
For more information write to:

National Assoc. of Social Workers
1425 H Street, NW, Suite 600
Washington, D.C. 20005

Council of Social Work Education
345 E. 46th Street
New York, NY 10017

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 44
Career Field Code MAS



Cashier

It's a BRIGHT IDEA!

THE JOB:

A CASHIER uses a cash register to take cash payments from customers and give change and receipts for payment.

What is it like to be a Cashier

A Cashier works indoors. A Cashier may work for a theater, a grocery store, a cafeteria, or any other businesses whose customers pay cash for services.

Cashiers usually operate cash registers. They take money from customers and give the customers receipts for payment. Cashiers make change for customers. A Cashier must keep a record of the amount of money taken in and the amount given out in change to make sure that the right amount of money is in the register at the end of the day.

A Cashier may also use an adding machine or an automatic change dispenser. In some businesses the Cashier may answer telephones or make records or reservations for customers. In other business the Cashier may wrap or bag the customer's purchases. When business is slow Cashiers may restock shelves or type menus.

Cashiers often work sitting down. Since they meet a business' customers, Cashiers must be pleasant and friendly even at the end of a long, hard day. Cashiers must work fast and they have to be correct right down to the last penny.

How much can you make

Earnings Range:	$3.35 - $6.50/hour with experience
Most Workers Earn:	$4.50 - $6.00/hour
Usual Starting Salary:	$3.35 - $4.00/hour

Hours of work

Cashiers usually work 40 hours/week; the time of day depends on where they work.

Most Cashiers in theaters and restaurants work on holidays and weekends.

To prepare for this job you should...

Complete your high school education. Distributive education may offer you the chance to get some practical experience as a Cashier.

High school courses that are helpful

Business Arithmetic
Typing
English (spelling and grammar)

Other training

Part-time summer jobs may be available during high school.

If you want to be a Cashier you should

-Enjoy meeting and talking with people.
-Notice details.
-Be honest and accurate in your work.
-Have good vision and hearing (glasses and hearing aides are ok).
-Not mind doing the same thing over and over.
-Work well even with interruptions.
-Not mind sitting or standing in one place for long periods.

Don't Forget

1. Any record of dishonesty or a dishonest reputation will keep you from getting a job as a Cashier.
2. Some employers offer paid vacations and holidays, group insurance, and retirement plans.
3. Some stores give employee discounts on merchandise.
4. Some Cashiers in restaurants get free meals during working hours.

What does the future look like for this Job?

Cashiers are needed almost everywhere. There is a high turnover rate in this occupation so it is usually very easy to find a job. Many people do this part-time.

For more information write to:

The Encyclopedia of Careers
and Vocational Guidance
Doubleday and Company, Inc.
Garden City, NY

Division of Voc. and Tech. Educ.
Bureau of Educational Assistance
U.S. Office of Education
Washington, D.C. 20202

National Business Educ. Assoc.
1201 16th Street, NW
Washington, D.C. 20036

American Health Care Association
1200 15th Street
Washington, D.C. 20006

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 45

Career Field Code CMD

Cement Mason

It's a

BRIGHT

IDEA!

THE JOB:

A CEMENT MASON builds sidewalks, walls, foundations, floors, and columns.

What is it like to be a Cement Mason

Cement Masons work outside or inside. They build roads, driveways and sidewalks at ground level. They work on bridges and skyscrapers far above ground level. They may work on foundations or tunnels far below ground level.

A Cement Mason's job begins long before the concrete is poured. A Cement Mason studies blueprints, work contracts, and local building laws to decide how to mix the concrete and how to reinforce the concrete. A Cement Mason directs the pouring of the concrete.

After the concrete is poured the Cement Mason uses trowels and straight-edges to make the work smooth and level. On big jobs like roads and bridges Cement Masons use power equipment. Once the concrete is poured the Cement Mason has to work fast so the concrete will not dry before he is finished. A Cement Mason often works overtime to complete a job before the concrete dries.

A Cement Mason gets wet and dusty and may do a lot of work on his hands and knees.

How much can you make

Earnings Range:	$3.35 - $11.50/hour
Most Workers Earn:	$5.50 - $10.00/hour
Usual Starting Salary:	$3.35 - $ 5.75/hour or 50% of journeyman's wage.

Hours of work

Most Cement Masons work days, 40 hours/week. Once a job is started overtime may be needed to finish it. Overtime pay is usually 1 1/2 times regular pay.

To prepare for this job you should...

You will need a high school diploma to be a Cement Mason apprentice.

High school courses that are helpful

Mathematics
Shop
Mechanical Drawing

Other training

A course in building construction at an area vocational school or technical education center may shorten your training time.

If you want to be a Cement Mason you should

-Be strong and healthy enough to work outside in almost any kind of weather.
-Enjoy working with your hands.
-Work well with other people and enjoy doing a good job.
-Not mind working in high places, and have a good sense of balance.
-Be able to work quickly and follow instructions well.

Don't Forget

1. Cement Masons buy their own hand tools, boots, and hard hats.
2. Cement Masons may not work when the weather is very wet or during part of the winter.
3. Cement Masons usually need cars to travel from job to job.
4. Some employers offer paid vacations and holidays, life and health insurance, and retirement plans.

What does the future look like for this Job?

-The job outlook for Cement Masons depends on how much building is going on.
-City, county, and state governments hire Cement Masons for upkeep on sidewalks, street curbs and highways.

For more information write to:

Bricklayers, Masons and Plasterers'
International Union of America
815 16th Street, NW
Washington, D.C. 20005

Association General Contractors
of America, Inc.
1957 East Street, N.W.
Washington, D.C. 20005

Operative Plasterers' & Cement
Masons' International Assoc. Of
The U.S. and Canada
1125 17th Street, NW
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 46

Career Field Code MHE

C-CRETE
C-CRETE

Cement Mason Helper

It's a

BRIGHT

IDEA!

THE JOB:

A CEMENT MASON HELPER puts in patios, driveways and helps to pour foundations of buildings.

What is it like to be a Cement Mason Helper

You will help load and unload supplies at a job site. You will help prepare the area which is to be poured. You will help spread the concrete around. You will level the surface with a tool and clean up after the job is finished.

How much can you make

Most earn between $3.50 and $6.00/hour. Some become cement masons and earn more money.

Hours of work

Usually 8 to 5 with some overtime to complete big jobs.

To prepare for this job you should...

Like to do manual work and work out-of-doors in all types of weather.
Be in good physical shape.

High school courses that are helpful

Mathematics
Mechanical Drafting
Shop

Other training

Many learn on-the-job.

If you want to be a Cement Mason Helper you should

-Plan to get a part-time job working for a cement mason.
-Know that the military has some training for this career.

Don't Forget

You must be willing to travel to the work site so you may need a driver's license.

What does the future look like for this Job?

When the economy is down so is the building business.

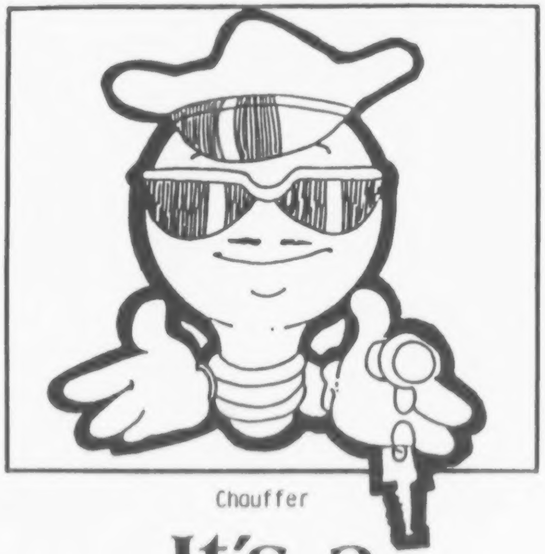
For more information write to:

Associated General Contractors Of America Inc.
1957 E Street, NW
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 47

Career Field Code TMM



Chouffer

It's a

BRIGHT

IDEA!

THE JOB:

A CHAUFFER operates in auto, limousine, or van to carry passengers around town.

What is it like to be a Chauffer

You will wait in the car or limousine to pick people up. You may run errands for the boss. You might make overnight trips requiring you to work odd hours. You may have to service or clean your limousine or van.

Sometimes you must load or unload luggage or other boxes or bags of things.

How much can you make

Some can earn from $10,000 to $21,000/year. A lot depends on your employer. Some people get tips for driving people around.

Hours of work

Sometimes you work 8 to 5. Other times you may work nights and weekends.

To prepare for this job you should...

Like dealing with people. Know that some chauffers are also bodyguards. Learn to drive a car. Practice being on time.

High school courses that are helpful

Driver's Education
Business Classes
Physical Education

Other training

You must have a Chauffer's license.

If you want to be a Chauffer you should

-Get a chauffer's license.
-Learn all the streets of the city in order to increase efficiency in finding the best routes.
-Be a real safe driver.

Don't Forget

1. You may be on call 24 hours a day.
2. Many private chauffers get paid very well.

What does the future look like for this Job?

Job opportunities are out there but you could face some keen competition.

For more information write to:

Call your local airport limousine service.

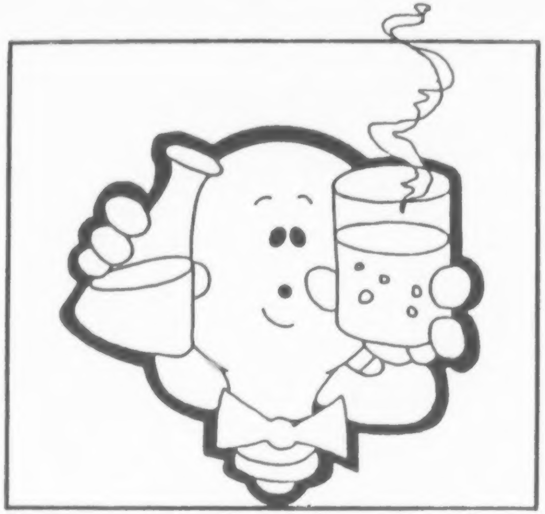
International Brotherhood Of Teamsters
Chauffeurs, Warehousemen and Helpers
Of America
25 Louisiana Avenue, N.W.
Washington, D.C. 20001

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 48

Career Field Code ESA



Chemical Engineer

It's a

BRIGHT

IDEA!

THE JOB:

CHEMICAL ENGINEERS design equipment and develop processes for making chemicals and related products.

What is it like to be a Chemical Engineers

New Chemical Engineers are usually put with senior engineers. They analyze information to design less expensive ways of manufacturing a product.

You may work for large chemical companies, oil companies, auto companies, as well as local, state and federal governments.

This is different than being a chemist. Chemical Engineers are more interested in how chemicals can work. They develop new products and new ways of making chemicals.

How much can you make

Good CHEMICAL ENGINEERS can make from $25,000 to $30,000 or more.

Hours of work

You will usually work from 40 to 45 hours per week.

To prepare for this job you should...

Like science and mathematics. Like solving problems. Plan on going to college for 4 years. Get a summer job working for an engineer or in a chemical plant.

High school courses that are helpful

3 years of science (biology, physics, chemistry)
4 years of mathematics (algebra, trigonometry, geometry)

Other training

You need a degree in Chemical Engineering. Also, after 4 to 5 years, engineers can take an exam to be licensed.

If you want to be a Chemical Engineers you should

-Be ready to study science and mathematics.
-Be very good at solving mathematics and service problems.

Don't Forget

1. A college degree is required.
2. You will get to work on developing new products.

What does the future look like for this Job?

GREAT! There is a real shortage of Chemical Engineers right now.

Experience is usually worth more than higher degrees in engineering.

almost all companies that manufacture chemical products need Chemical Engineers.

For more information write to:

Natl. Soc. Of Professional Engineers
2029 K Street, NW
Washington, D.C. 20006

American Institute Of Chemical Engineers
Education Department
345 E. 47th Street
New York, NY 10017

American Institute of Industrial Engineers Inc.
Institute Headquarters
25 Technology Park (Atlanta)
Norcross, Georgia 30092

American Chemical Society
1155 16th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 49
Career Field Code NSM

Chemist

It's a

BRIGHT

IDEA!

THE JOB:

Elements are the building blocks of the world. CHEMISTS discover how the elements go together to make things like water, or salt, or plastic, or even people.

What is it like to be a Chemists

There are many kinds of Chemists. There are physical Chemists who try to find out how a substance's chemical structure affects its physical properties such as color, hardness, and resistance to heat or cold. The analytical chemist separates compounds and studies them to find out what elements are in them and how they are combined.

Many Chemists work in laboratories. A Chemist often has to build most of the equipment for an experiment. They use metal rods and different sizes of rings, clamps and slides to build a framework for the glass tubes and jars needed in the experiment. Chemists often use glass blowing techniques to make special equipment from glass rods and tubes.

Some Chemists work for colleges and universities. They spend part of their time teaching and part of their time working on research projects. Many Chemists are employed by industries for research and development of new products. Chemists may also sell chemicals to plants that make drugs and medicines or synthetic fibers. Many Chemists are promoted to management positions and spend very little time in a laboratory or a classroom.

How much can you make

Earnings Range:	\$10,500 - \$30,000/year and above
Most Workers Earn:	\$23,100 - \$28,000/year
Usual Starting Salary:	\$10,500 - \$12,800/year with a Bachelor's Degree.

Hours of work

Most Chemists work days, 35 to 40 hours/week.

To prepare for this job you should...

Complete your high school education and plan on entering college for at least 4 years.

Joining a science club or entering a project in a science fair can be helpful.

High school courses that are helpful

English
Algebra
Geometry
Biology
Chemistry
Physics
Social Studies (2 years)
At Least 2 Years Of French, German or Russian

High School Chemistry Courses and Home Chemistry Sets Are About The Only Ways High School Students Can Get Experience As Chemists.

Other training

-You will need at least a Bacheor's Degree in Chemistry.
-The best jobs go to Chemists with a Master's Degree or PH.D.

If you want to be a Chemists you should

-Enjoy working with other people as a member of a team.
-Be curious enough about how things work to keep studying until you find out.
-Like to work with your hands.
-Prefer to work indoors.
-Be able to follow instructions exactly.
-Be a neat worker.
-Be able to set your own work schedule and stick to it.

Don't Forget

1. Some colleges have work/study programs with local industries.
2. Some companies offer scholarships to chemistry students.
3. Most employers offer paid vacations and holidays, group insurance, retirement plans and bonuses.
4. Chemists with PH.D. degrees get the best jobs and are promoted soonest.

What does the future look like for this Job?

Job openings for Chemists look very good. Chemists are needed in many different types of industries.

For more information write to:

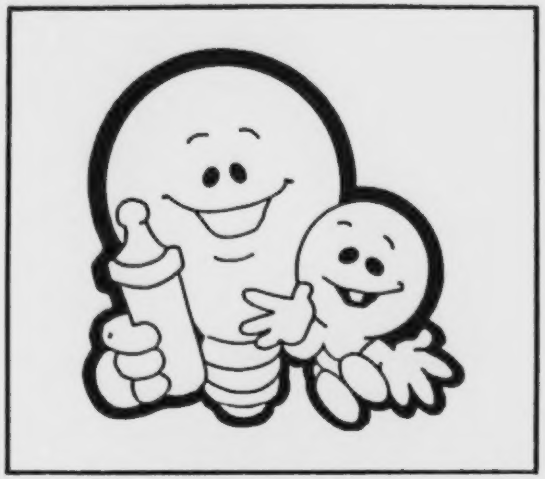
American Chemical Society
1155 16th Street NW
Washington, D.C. 20036

Manufacturing Chemists' Assoc. Inc.
1825 Connecticut Avenue, NW
Washington, D.C. 20009

Pharmaceutical Manufacturers Assoc.
1155 15th Street, N.W.
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 50
Career Field Code SRV



Child Day Care Worker

It's a

BRIGHT

IDEA!

THE JOB:

A CHILD CARE CENTER WORKER is a friend, a teacher, a mother, a warden, a big sister, a nurse and a referee.

What is it like to be a Child Care Center Worker

A Child Care Center Worker works indoors when the weather is bad. She works indoors and outdoors when the weather is good. Most day care centers open between 7:00 and 8:00 in the morning and close between 6:00 and 7:00 in the evening. A few centers stay open longer in the evenings and some are open the same hours schools are open. Almost all day care centers are closed on weekends and holidays.

A Child Care Center Worker is like an extra mother for a lot of children. She teaches the children songs and games, stops fights, puts the children to bed at naptime, changes diapers, gives first aid for cuts and scratches, wipes runny noses, keeps track of coats and boots, and plays with the children.

A Child Care Center Worker takes care of children while their parents are working or shopping. Most of the children are younger than school age, but some day care centers also keep elementary school children after school hours.

How much can you make

Earnings Range:	$3.35 - $4.25/hour
Most Workers Earn:	$3.35 - $3.75/hour
Usual Starting Salary:	$3.35/hour

Hours of work

Most Child Care Center Workers work days, 40 hours/week.

To prepare for this job you should...

-You should complete your high school education.
-You may want to go to college and major in Early Childhood Education.

High school courses that are helpful

Home Economics
Health and Physical Education
Art
Music
Sociology

Other training

Child care courses at an area vocational school will give you excellent training.

If you want to be a Child Care Center Worker you should

-Enjoy taking care of children and babies.
-Like to work with other people.
-Have a lot of patience.
-Be healthy and in good physical condition.
-Not be upset by noise, confusion or demanding parents.
-Be willing to clean up the same messes over and over again.
-Really like children.

Don't Forget

1. You can't get a job as a Child Care Center Worker if:
   (1) You have any diseases which other people can catch from you.
   (2) You have a criminal record.
2. You must have good character references.
3. Some employers offer paid vacations and holidays, health insurance, and retirement plans.

What does the future look like for this Job?

There is nearly always a need for Child Care Center Workers. Most jobs are available in larger towns and cities.

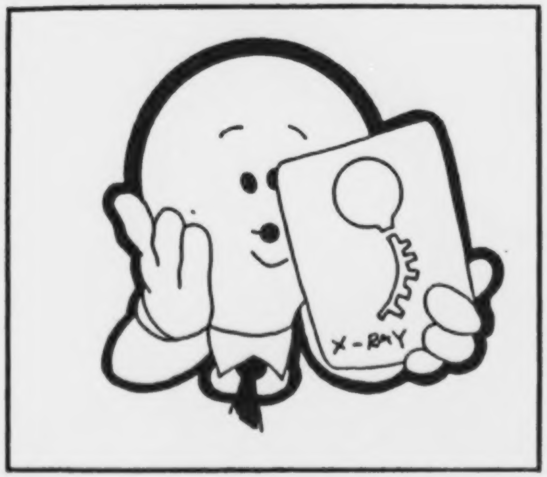
For more information write to:

Child Welfare League Of America
44 E. 23rd Street
New York, New York 10010

U.S. Dept. Of Health, Education
And Welfare Office Of Education
Washington, D.C. 20202

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 51
Career Field Code HDT



Chiropractor

It's a BRIGHT IDEA!

THE JOB:

A CHIROPRACTOR gives treatments to people by moving parts of their bodies, especially the 'BACK.'

What is it like to be a Chiropractor

They take x-rays and question patients to find out what is wrong with them. They examine the parts of the body where the problem is and may prescribe a diet, exercise and/or rest. They keep very accurate records of their patient's progress.

How much can you make

Most earn $25,000 - $50,000/year. Some earn more depending on the size of their patient load.

Hours of work

Usually 40 to 45 hours/week. Some evenings; and even Saturdays.

To prepare for this job you should...

Like giving back rubs and massages. Like helping people and working with your hands. Prepare to go to chiropractic training for 4 years. Know that you must take a state exam and be licensed. Visit a Chiropractor and talk to them about their job.

High school courses that are helpful

English
Chemistry
Biology
Anathomy
Physics
Other College Preparatory Classes

Other training

You msut go to an approve chiropractic school. This prepares you to take both an exam in science and a practical test.

If you want to be a Chiropractor you should

-Be able to use your hands well.
-Be able to lift up to 50 pounds.
-Know that most Chiropractors own their own clinic alone or with 1 or 2 other Chiropractors.

Don't Forget

1. You must be licensed to practice in the state you live in.
2. You may need a college degree just to get into the chiropractic school.

What does the future look like for this Job?

Chiropractic medicine appears to be a growing profession. It is expected that there will be an increasing availability of jobs.

For more information write to:

Council On Chiropractic Education
3209 Ingersoll Street
Suite 206
Des Moines, Iowa 50312

International Chiropractors Association
Suite 800
1901 L. Street, N.W.
Washington, D.C. 20036

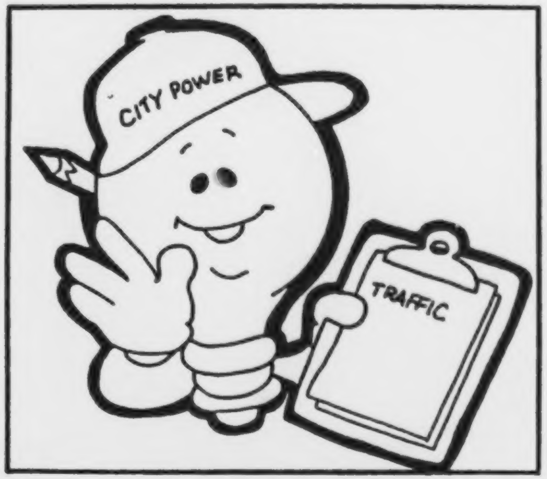
The American Chiropractic Assoc.
2200 Grand Avenue
Des Moines, Iowa 50312

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 52

Career Field Code ESA



Civil Engineer

It's a

BRIGHT

IDEA!

THE JOB:

CIVIL ENGINEERS plan and supervise construction projects.

What is it like to be a Civil Engineer

Civil Engineers plan, design, and supervise all kinds of construction. Most work for government agencies. Others may work for architectural companies. Many teach in engineering schools. Some are self-employed as engineering consultants. They may work indoors and outdoors. Outside work may involve visits to construction sites. Some Civil Engineers go into wilderness areas with surveying crews.

Civil Engineers must do a lot of research to make ideas into realities. Using the facts and figures collected by the research detailed plans are drawn, and specifications written. Specifications include a complete list of materials to be used, include instructions on how the work should be done, and may also mention that some things not to be done. Finally, the engineers prepare an estimate which includes amounts and costs of all materials needed and the cost of labor. It may include all figures listed in a contractor's bid for the job. While the construction is being done, Civil Engineers work as inspectors and supervisors. They check to see that proper materials are used. They make sure their instructions on building methods are followed. They test parts of the structure for strength and durability.

There are many specialities in Civil Engineering. Civil Engineers may work only on highways, railroads, airports, seaports and research.

How much can you make

Earnings Range:	$15,000 - $35,000/year and above for exp. workers
Most Workers Earn:	$20,000 - $35,000/year
Usual Starting Salary:	$15,000 - $18,000/year

Hours of work

Civil Engineers usually work days, 35 to 40 hours, week. Heavy workloads and other problems in meeting deadlines often demand extra work from engineers.

To prepare for this job you should...

-Finish high school with plans to attend a college or university.
-Engineering schools sometimes require five years beyond high school.

High school courses that are helpful

High school courses that will help you are those recommended by your guidance counselor or occupational specialist to prepare you for entrance to a college or university. You should take all the math and science courses you can take.

Other training

You should write to several schools of engineering to review their entrance requirements.

Most schools of engineering require four years work to earn a degree in civil engineering. A few take five years.

If you want to be a Civil Engineer you should

-Work well as a member of a team.
-Notice details.
-Enjoy science and mathematics.
-Have a good imagination.
-Be able to work hard at a complicated job until it is finished.
-Work well with your hands.
-Be able to explain your ideas clearly to others.

Don't Forget

1. Civil Engineers in some jobs travel a lot.
2. Beginners' jobs require a bachelor's degree (4 years or 5); higher positions may require a master's degree (2 more years).
3. Some schools offer 'CO-OP' programs that combine classroom study with on-the-job training.
4. Most employers offer paid vacations and holidays, insurance plans, and retirement programs. Some provide company cars and pay expenses when the job requires an engineer to move.

What does the future look like for this Job?

Urban renewal projects and environmental work will keep the demand for Civil Engineers high. They are also needed to design highways, freeways and bridges.

For more information write to:

American Society of Civil Engineers
United Engineering Center
345 East Forty-Seventh Street
New York, New York 10017

Florida Institute Of Consulting Engineers
P.O. Drawer 750
Tallahassee, Florida 32301

National Society Of Professional Engineers
2029 K. Street, N.W.
Washington, D.C. 20006

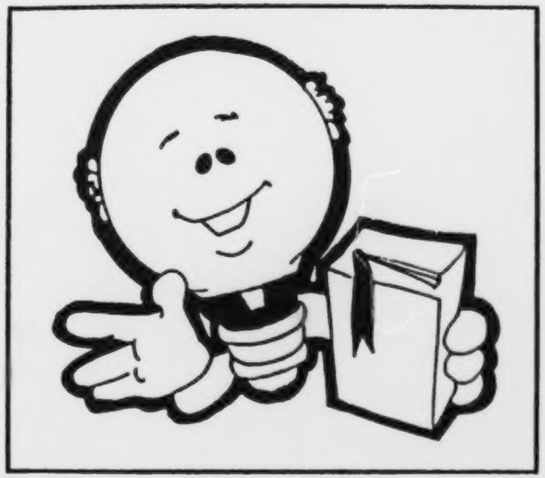
Society Of Petroleum Engineers of AIME
6200 N. Central Expressway
Dallas, Texas 75206

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 53

Career Field Code SLR



Clergy Member

It's a

BRIGHT

IDEA!

THE JOB:

A CLERGY MEMBER serves the spiritual needs of his or her congregation and community.

What is it like to be a Clergy Member

A Protestant Minister performs Rites of Baptism, Confirmation, Holy Communion and Marriages and gives Sermons. They also give advice and guidance to the congregation.

A Rabbi is a spirtual leader of his synagogue. He teaches Jewish Law and Tradition, holds Daily Services, and gives Sermons. He performs marriages and conducts funerals. He also gives advice and guidance to the members of the synagogue.

A Priest offers the Sacrifice of the Mass. He performs Rites of Baptism, Confirmation, Holy Communion, Marriages and Gives Sermons. He also gives advice and guidance to the congregation.

How much can you make

PRIESTS	PROTESTANT MINISTERS	RABBIS
$6500 or more plus fringe benefits; free room and board	$20,000 or more for large churches	$16,000 $60,000 or more for large temples

Hours of work

Hours vary. May work 6 or 7 days a week.

To prepare for this job you should...

Spend a lot of time studying church literature. Like to help people. Get ready to work long irregular hours. Believe in a supreme being.

High school courses that are helpful

World History
English
Foreign Lanuage

Other training

Educational requirements vary widely. Some denominations have no specific education requirements. Some require 4 years of college plus 3 or 4 years in a seminary.

If you want to be a Clergy Member you should

-Talk to your minister, priest or rabbi about how best to get into this career.
-Be prepared to go to school for years.

Don't Forget

1. Even the military has chaplains that represent all faiths.
2. Many private schools offer training for this type of career.

What does the future look like for this Job?

There appears to be some shortages in certain faiths.

There is a severe shortage of full-time Clergy in most denominations.

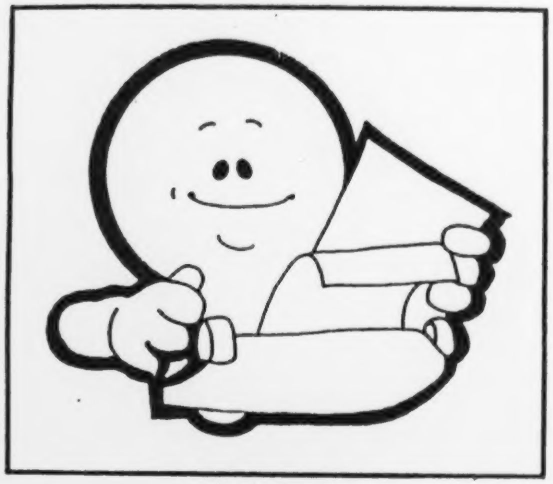
Ministers can also obtain employment in the armed forces, hospitals, universities, and correctional institutions.

For more information write to:

Talk to your own clergy and see if there is any literature on careers in this field, or contact Fla. View at 1-800-342-9271.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 54
Career Field Code CLE



Clerk Typist

It's a BRIGHT IDEA!

THE JOB:

A CLERK-TYPIST types letters, reports, business forms, file cards, address labels, list, figures, and memos. A Clerk-Typist may be a receptionist who types, a mail clerk who types, or a secretary who types, but no matter what else a Clerk-Typist does, a Clerk-Typist types.

What is it like to be a Clerk-Typist

Clerk-Typists may work for any business that needs typed copies of printed or handwritten materials. They work indoors and may sit at a desk all day. Clerk-Typists rarely need to lift or carry anything heavy.

As you can see by the job title, a Clerk-Typist really has two jobs. Depending on the size and type of business, the job may be mostly clerical or mostly typing. A Clerk-Typist may have to be a part-time telephone operator, receptionist, errand runner, secretary, and file clerk.

Some of the work is very detailed. Some office work must be done every day exactly the same way. A new Clerk-Typist may be told how to do each little job. An experience Clerk-Typist is expected to know what to do and when to do it.

Clerk-Typists must be able to use both manual and electric typewriters. (Most businesses do use electric typewriters.) Clerk-Typists must work quickly without making mistakes. Many use other office machines besides typewriters. They may operate adding machines, copiers, micro-film readers postage meters, and electric coffee pots.

How much can you make

Earnings Range:	$135 - $250/week
Most Workers Earn:	$150 - $200/week
Usual Starting Salary:	$135 - $165/week

Hours of work

Most Clerk-Typists work days, 35 to 40 hours/week.

To prepare for this job you should...

Earn a high school diploma.

High school courses that are helpful

You should take as many courses as possible related to office occupations.

Other training

You should consider post-high school business programs in area vocational school, private business schools, junior colleges, technical education centers, and universities.

If you want to be a Clerk-Typist you should

-Not mind doing the same things over and over again.
-Be neat in your work and personal habits.
-Write legibly.
-Read well.
-Be able to work quickly without making mistakes.
-Follow instructions well.
-Have good grammar, spelling, and vocabulary.
-Prefer to work indoors.

Don't Forget

1. Most companies offer paid vacations.
2. Clerk-Typists are covered by social security and by unemployment compensation insurance.
3. Many employers offer hospitalization insurance, life insurance and retirement plans.
4. Some employers require up to one year of prior experience as a Clerk-Typist.
5. 95% of all Clerk-Typists are women.
6. Employers give typing tests and expect 40 to 55 wpm without mistakes.
7. Most companies give on-the-job training for office machines.

What does the future look like for this Job?

A high turnover rate in this occupation creates job openings. However, there is already quite a supply of Clerk-Typists.

For more information write to:

National Secretaries Assoc.
2440 Pershing Road
Suite G, 10 Crown Center
Kansas City, Missouri 64108

United States Dept. Of Justice
Federal Bureau of Investigation
Washington, D.C. 20535

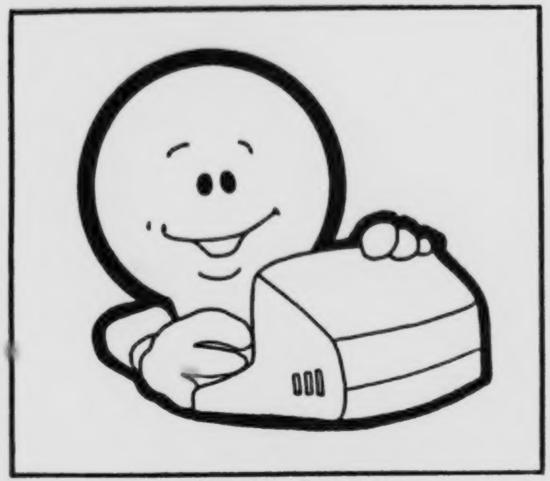
U.S. Civil Service Commission
1900 E. Street, N.W.
Washington, D.C. 20415

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 55

Career Field Code CLE



Computer Operator

It's a BRIGHT IDEA!

THE JOB:

COMPUTER OPERATORS run electronic computers that record, sort, and analyze many types of information.

What is it like to be a Computer Operator

A Computer Operator works indoors in a business office. Computer Operators may work for banks, insurance companies, or government offices. Some Computer Operators work for companies that run computer services for many small businesses.

Computer Operators are sometimes called console operators. A computer console is a panel of lights and switches. The switches control the computer and the lights tell the operator what the computer is doing.

Computer Operators get programs from computer programmers. Programs are sets of instructions for computers. A program may be on a stack of cards, a reel of tape, or a disk.

The Computer Operator puts a program in the part of the computer that 'reads' the instructions. After starting the computer the operator must watch for mistakes. When the computer does make a mistake the Computer Operator must find out why. It could be a mistake in the program or a loose wire.

Computer Programmers look for mistakes ins the programs. Computer repairmen replace loose wires and broken parts. In some offices, a Computer Operator is the boss.

How much can you make

Earnings Range:	$150 - $350/week
Most Workers Earn:	$180 - $275/week
Usual Starting Salary:	$150 - $195/week

Hours of work

Most Computer Operators work days, 40 hours/week.

To prepare for this job you should...

Finsih high school and probably two years of technical school.

High school courses that are helpful

English
Algebra
Trigonometry
Business Machines
Typing

Other training

You should take courses in data processing at an area vocational school or technical education Center after you finish high school.

If you want to be a Computer Operator you should

-Like to work with other people as a member of a team.
-Like to work indoors.
-Work very well with mathematics.
-Be able to pay close attention to details.
-Not mind standing or sitting for a long time.
-Have a lot of patience.
-Be able to follow instructions well.
-Not mind other people watching your work.

Don't Forget

1. Many employers send Computer Operators to special schools to learn to operate new equipment.
2. A computer center can be a very noisy place to work.
3. A computer center is usually very clean, well-lighted, and kept at a comfortable temperature all year round.
4. Almost all jobs for Computer Operators are in large cities.
5. Most employers offer paid vacations and holidays, retirement plans, group insurance, and profit sharing plans.

What does the future look like for this Job?

Computers are the way of the future; so the need for Computer Operators is great and should continue for the next several years.

For more information write to:

American Federation Of Information
Processing Societies
210 Summit Avenue
Montvale, New Jersey 07645

Association For Computing Machinery
1133 Avenue Of The Americas
New York, NY 10036

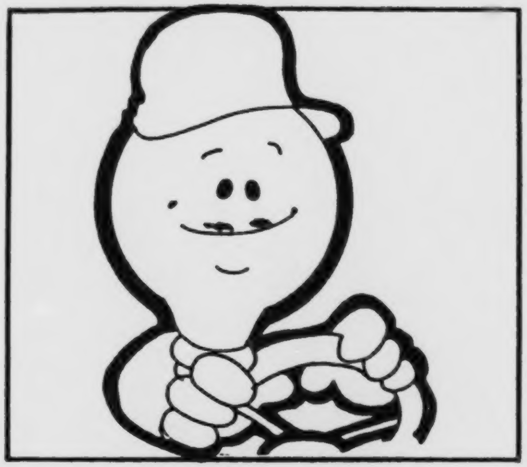
Data Processing Management
Association
505 Busse Highway
Park Ridge, Illinois 60068

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 56

Career Field Code TMM



Concrete Mixing Truck Driver

It's a

BRIGHT

IDEA!

THE JOB:

CONCRETE MIXING TRUCK DRIVERS deliver premixed concrete to a job site.

What is it like to be a Concrete Mixing Truck Drivers

They drive a truck to a supply yard and put it under a hopper. It is filled with the proper amount of sand gravel, cement and water. As they are driving to the job, the cement is being mixed. When they get to the site the driver lets the concrete out through a chute in the back of the truck. They then clean the inside of the drum when it is empty.

How much can you make

Usual Starting Salary: $5.00 to $6.00/hour. Most earn $6.00 to $9.00/hour.

Hours of work

Normally form 8 to 5pm, 5 days/week.

To prepare for this job you should...

Plan to get a chauffer's license. Learn to drive a truck. Get a part-time job helping a cement mason or as a construction laborer. Plan to get a high school diploma.

High school courses that are helpful

Driver's Education
Auto Mechanics
Building Construction

Other training

Most employers will teach you on the job.

If you want to be a Concrete Mixing Truck Drivers you should

-Get a chauffer's license.
-Know that you could become a truck driver to haul other products.
-Plan to finish high school.

Don't Forget

You have to be careful to keep the cement mixer clean so that it does not get clogged with concrete.

What does the future look like for this Job?

A lot depends on the new building going on in your community.

The economy has slowed construction somewhat.

For more information write to:

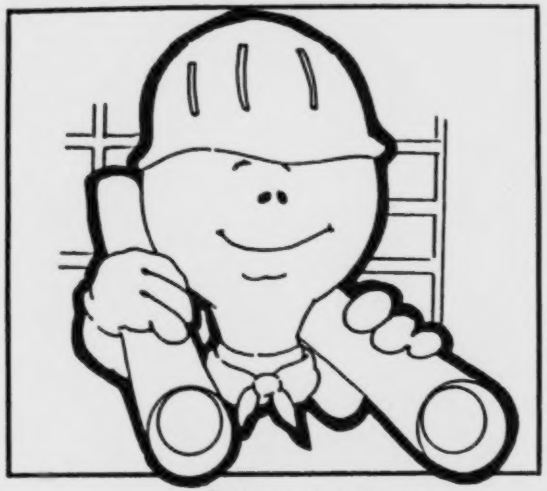
Talk to a Concrete Mixing Truck Driver
or other construction workers.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 57

Career Field Code MHE



Construction Worker

It's a

BRIGHT

IDEA!

THE JOB:

A CONSTRUCTION WORKER hauls, hammers, holds and hoists boards, beams, bricks and blocks to make highways, homes, and high rise offices.

What is it like to be a Construction Worker

A Construction Worker works outside. Most Construction Workers work for building contractors. Some work for the state highway department. Construction Workers build new buildings, highways, dams, sewers, and tunnels. Construction Workers load and unload trucks. They shovel dirt and stack lumber. They build scaffolds and spread concrete. In some jobs Construction Workers are taught to use explosives. A Construction Worker does many different jobs but he does some jobs over and over.

Construction Workers work very hard. They may have to lift and carry things that weigh as much as 100 pounds. Construction Workers work whether the weather is hot or cold, dusty or muddy. They may climb beams and scaffolds high above the ground. Construction Workers have to be careful not to fall or get hit by heavy equipment.

Construction work is usually done on weekdays. Some work on rush jobs may be done in the evening or on Saturdays but Construction Workers get extra pay for overtime work.

How much can you make

Earnings Range:	$3.35 - $8.00/hour
Most Workers Earn:	$4.00 - $7.00/hour
Usual Starting Salary:	$3.35 - $4.50/hour

Hours of work

Most Construction Workers work days, 40 hours/week. (There may be layoffs in very bad weather, during part of the winter, and between jobs.)

To prepare for this job you should...

Finish your high school education because even though it is not required, it may help you to get promotions.

High school courses that are helpful

Building Trades Classes
Shop
Physical Education
Arithmetic

Other training

A summer job with a local contractor may give some firsthand experience.

If you want to be a Construction Worker you should

-Be strong enough to lift and carry 100 pounds.
-Be healthy so you can work in all kinds of weather.
-Enjoy working with other people.
-Like work that makes you use your muscles.
-Be able to follow instructions and take orders.
-Not mind doing some jobs over and over again.
-Not get tired easily and you should have a good sense of balance.

Don't Forget

1. A Construction Worker has to buy a hard hat and heavy boots and gloves.
2. On some jobs Construction Workers have to belong to a union.
3. Construction Workers may be laid off between jobs and during the winter.
4. A Construction Worker needs a car since his job doesn't stay in the same place.

What does the future look like for this Job?

The number of openings depends on how much construction is going on. It may also depend on what type of construction you work in.

Employment is expected to grow in the 80's.

For more information write to:

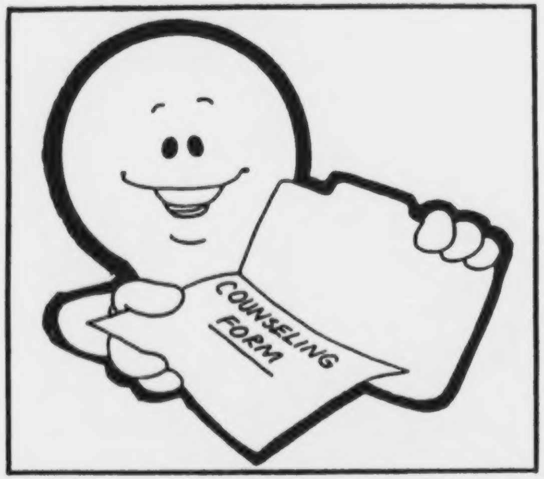
Laborers International Union
of North America
905 16th Street, NW
Washington, D.C. 20006

Associated General Contractors
of America
1957 E. Street, NW
Washington, D.C. 20006

Laborers's Associated General
Contractors' Education and
Training Fund
1730 Rhode Island, Ave., N.W.
Suite 909
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 58
Career Field Code TLC



Counselor

It's a BRIGHT IDEA!

THE JOB:

A COUNSELOR is concerned about educational, career and social problems of students.

What is it like to be a Counselor

A Counselor obtains information about students through conversations, tests, and school records. Helps students in selecting courses suitable to their abilities, interests, and vocational opportunities. Takes students on field trips and conducts 'Career Days' for students to learn about various occupations. Assists students in finding part-time work out of school. Counsels students with personal and social problems. Provides group educational and vocational guidance services. Performs administrative duties as requested by school principals.

How much can you make

Most earn from $13,000 to $23,000/year in a public school.

Hours of work

Normal school days. Some work nights.

To prepare for this job you should...

Plan to get a 4 year degree plus a master's degree in counseling. Know that you need to be certified as a Counselor. Like to help people with their problems.

High school courses that are helpful

Psychology
English
Sociology
Other College Preparatory Classes

Other training

You are required to get a master's degree in counseling. This involves vocational guidance, testing, statistics, abnormal psychology, and career education.

If you want to be a Counselor you should

-First become a certified teacher.
-After you get your degree in counseling, you become a Counselor.
-Talk to your school's Counselor about what their job is like.

Don't Forget

You may have to do other things besides counseling, like bus duty and lunch room duty.

What does the future look like for this Job?

There is always a need for good Counselors, however, if there is a teacher cutback, sometimes the counseling department is the first affected.

For more information write to:

American Personnel & Guidance Assoc.
2 Skyline Place, Suite 400
5203 Leisburg Pike
Falls Church, Virginia 22041

American School Counselors Assoc.
1607 New Hampshire Avenue, NW
Washington, D.C. 20009

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 59

Career Field Code AFH

Cow Puncher

It's a BRIGHT IDEA!

THE JOB:

A COW PUNCHER takes care of the cattle on a dairy farm or cattle ranch.

What is it like to be a Cow Puncher

They get up very early in the morning. They feed the cows, breed them and keep accurate records of milk production, feed consumption and growth.

You must work outside in all types of weather. You must work very long hours during the week, 7 days a week.

How much can you make

Usual Starting Salary: $3.50 - $8.00/hour. Much depends on the size of a cattle herd and how much you can get for milk and meat.

Hours of work

You will work very long hours on this job, from sunrise to sunset.

To prepare for this job you should...

Know that some employers are using very advanced techniques on farms. College and special training programs may prove helpful. A 4H club or an FFA club is most helpful in preparing for this job.

High school courses that are helpful

Biology
Chemistry
Agribusiness Classes

Other training

You can get a 4 year degree in animal science or agriculture. This would prove very helpful.

If you want to be a Cow Puncher you should

-Consider going to a community college or a vocational technical center to learn the latest techniques in raising beef.

Don't Forget

1. Some cattle can get mean.
2. You can be responsible for over 300 head of cattle.

What does the future look like for this Job?

Farms are getting larger and larger and cattle herders are expected to manage more and more cows. Also, many farms are family-owned businesses, so numbers are declining and jobs may be getting more scarce.

For more information write to:

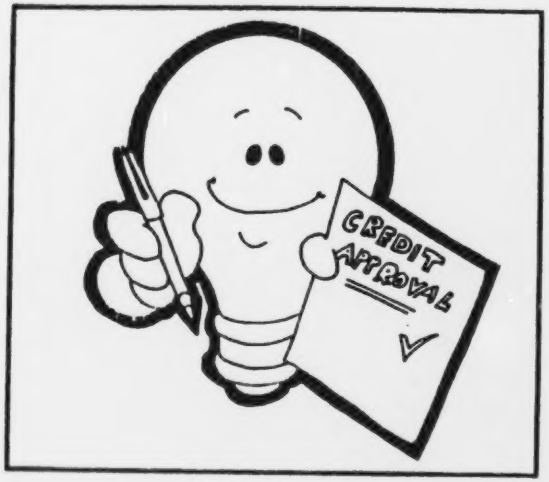
American Farm Bureau
Federation
2300 Merchandise Mart
Chicago, Illinois

National Farmers Union
1575 Sherman Street'
Denver, Colorado

American Dairy Association
20 N. Wacker Drive
Chicago, Illinois 60600

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 60
Career Field Code AMB



Credit Analyst

It's a BRIGHT IDEA!

THE JOB:

A CREDIT ANALYST decides whether a loan should be approved to a customer or to a business.

What is it like to be a Credit Analyst

They find out about the finances and reputation of possible customers by checking their credit and the business they have done elsewhere.

They set up credit limits on customers' accounts. They must keep records of all persons' accounts.

They provide customers with information regarding loan costs.

How much can you make

You will make from $13,000 to $18,000/year as an Assistant Credit Analyst. Full Credit Analysts earn from $18,000 to $45,000/year or more depending on the size of the bank.

Hours of work

Generally you will work 40 hours/week. You may work evenings or holidays.

To prepare for this job you should...

Get a part-time job in a bank. Know that sometimes you will have to turn people down for a loan even though you feel sympathetic towards them. Know that you will work in stores, banks, utility companies, and private loan offices.

High school courses that are helpful

Business Law
Typing
Office Practices
Accounting
Bookkeeping
Sales

Other training

At least a two year program at a community college is required. Some employers are looking for people with a 4 year degree in business administration.

If you want to be a Credit Analyst you should

-Be prepared to go to college for at least two years beyond high school. This will improve your chances.
-Know that credit managers can advance to higher manager jobs.

Don't Forget

1. Some Credit Managers open their own agencies.
2. You must have a good financial record of your own.
3. You should like to manage money.
4. Better opportunities exist in a large company.

What does the future look like for this Job?

The supply of workers often gets larger than the demand so you may find a problem getting a job.

For more information write to:

National Association Of
Credit Management
475 Park Avenue, South
New York, NY 10016

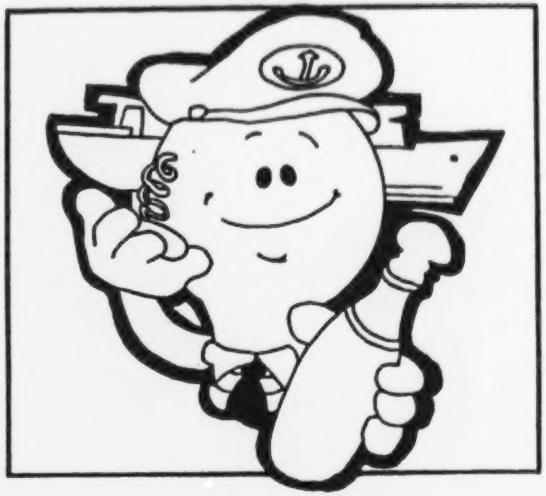
The National Consumer Finance
Association
1000 16th Street, NW
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 61

Career Field Code SRV



Cruise Director

It's a

BRIGHT

IDEA!

THE JOB:

A CRUISE DIRECTOR is the social director who plans and organizes activities on a ship to keep the passengers happy.

What is it like to be a Cruise Director

They greet people on board ship. They introduce them to other passengers. They decide what the interests of the group is. They set up activities when you reach the port. They tell you the best places to shop and how to get around town. They try to solve guests' complaints.

How much can you make

Most earn from $12,000 to $15,000/year. This may include free room and meals.

Hours of work

These vary but you will work many hours when you are at sea.

To prepare for this job you should...

Like to travel, especially on a ship, all over the world. Know that cruise ships are floating hotels. Be able to speak one or two foreign languages. Do not get sea sick. Get a part-time job working in a restaurant or catering business.

High school courses that are helpful

Psychology
Geography
Foreign Language
Business Classes
Other College Preparatory Classes

Other training

Most cruise ship lines are interested in people who have a degree in leisure services or in hotel and restaurant management. Since this is a floating hotel, it helps if you have a good background in this area. Some training is given on the job.

If you want to be a Cruise Director you should

-Try to get a summer job on board a ship to see what it is like.
-Know that bilingual or multilingual people have a jump on these jobs.

Don't Forget

1. You may have to live near a sea port.
2. You must be able to get along with people.
3. Stewards and Stewardesses are similar jobs.
4. A restaurant manager is good preparation for this job.

What does the future look like for this Job?

These jobs are tough to find but if you are really presistent you can get one.

Most jobs are found with major cruise lines such as Norwegian, Princess, and Carnival Cruises.

For more information write to:

Contact any steamship line like Eastern Steamships, Carnival, Norwegian, or Princess Lines.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 62
Career Field Code AFH

TIMBER CRUISER

It's a

BRIGHT

IDEA!

THE JOB:

A TIMBER CRUISER, also called a Timber Map Reader uses maps and photographs to tell how many trees are in a certain area.

What is it like to be a Timber Cruiser

Timber Cruisers read maps and photographs and use compasses to find areas of land. They also sort trees into groups by what they can be used for, like logs, telephone poles, etc.

Timber Cruisers use many different instruments to read maps and locate timber.

How much can you make

Earnings Range:	$4.50 - $10.00/hour
Most Workers Earn:	$7.50 - $ 9.00/hour
Usual Starting Salary:	$4.50 - $ 6.00/hour

Hours of work

Usually 40 hours per week with some overtime.

To prepare for this job you should...

Finish high school and consider training at a vocational-technical school.

High school courses that are helpful

Mathematics
Science
Physical Education

Other training

You can get training at a vocational-technical school or on-the-job.

If you want to be a Timber Cruiser you should

-Like to do many different things on the job.
-Like to work with facts and information.
-Like to work with things and numbers.
-Like to work with machines.
-Like to do the same things every day.

Don't Forget

As a Timber Cruiser, you may have to work alone and outside and walk a lot. You will have to read maps and figure things out on your own. Being a Timber Cruiser can be both interesting and challenging.

What does the future look like for this Job?

The need for Timber Cruisers is expected to increase.

For more information write to:

International Woodworkers of America
1622 N. Lombard Street
Portland,.Oregon 97217

American Forestry Associatio
1319 18th Street, N.W.
Washington, D.C. 20036

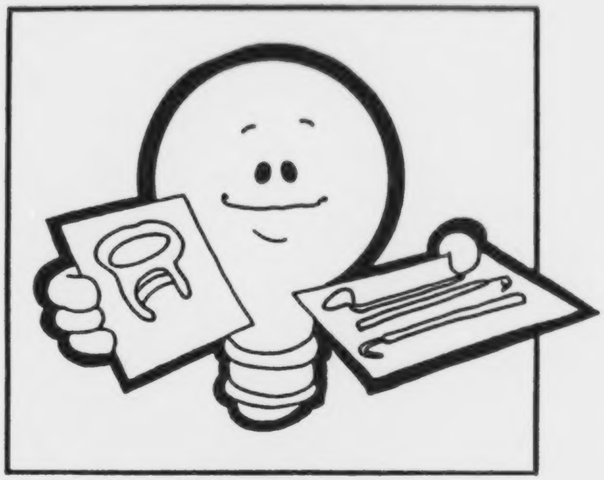
Society of American Foresters
5400 Grosmenor Lane
Bethesda, MD 200814

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 63

Career Field Code SRV



Dental Assistant

It's a

BRIGHT

IDEA!

THE JOB:

A DENTAL ASSISTANT helps a dentist examine and treat patients in a dentist's office.

What is it like to be a Dental Assistant

Dental Assistants work in dentists' offices. They do the routine jobs that don't require a lot of medical training. Dental Assistants sterilize instruments and mix fillings. They prepare x-rays and get patients ready for the dentist. In a small office the Dental Assistant may also be a receptionist and general office clerk.

People are often nervous in a dentist's office and the Dental Assistant has to be pleasant and friendly to help them feel more comfortable. Dental Assistants have to be sympathetic toward people who are in pain, but can't let a yell or two distract them from their work.

Dental Assistants shouldn't let the unpleasant odors of some dental preparations keep them from doing a good job. It won't make the patient feel any better if the Dental Assistant embarrasses the patient because of something like bad breath.

A dentist's office is clean, well-lighted and usually air-conditioned. A Dental Assistant has to work standing up and walking around most of the day, but doesn't have to lift or carry anything very heavy.

How much can you make

Earnings Range:	$3.35 - $7.00/hour
Most Workers Earn:	$5.00 - $6.50/hour
Usual Starting Salary:	$3.35 - $5.00/hour

Hours of work

Most Dental Assistants work days, 40 hours/week. Part-time work is also available.

To prepare for this job you should...

Finish your high school education.

High school courses that are helpful

Life Sciences
Bookkeeping
Typing
Health or Hygiene

Other training

You should take a Dental Assistant course at an area technical education center.

If you want to be a Dental Assistant you should

-Have good personal habits of health and cleanliness.
-Be kind and patient with people who are sick or in pain.
-Not be emotionally upset by unpleasant things like the sight of blood or cries of pain.
-Be able to take orders and follow instructions well.
-Pay close attention to details.
-Be able to take responsibilities.
-Be neat and orderly in your work.
-Like to work with other people.
-Not have any contagious diseaseas.

Don't Forget

1. With more education, a Dental Assistant may become a dental hygienist.
2. The council on dental education can tell you which Dental Assistant courses are accredited.
3. If you have been convicted of a major crime or if you have been a drug addict, you can't get a job as a Dental Assistant.
4. Part-time work may also be available for Dental Assistants.
5. Almost all Dental Assistans are women.
6. Many dentists offer paid vacations, holidays, and health insurance.

What does the future look like for this Job?

There will be about 800 openings per year for the next seven years for Dental Assistants in Florida.

For more information write to:

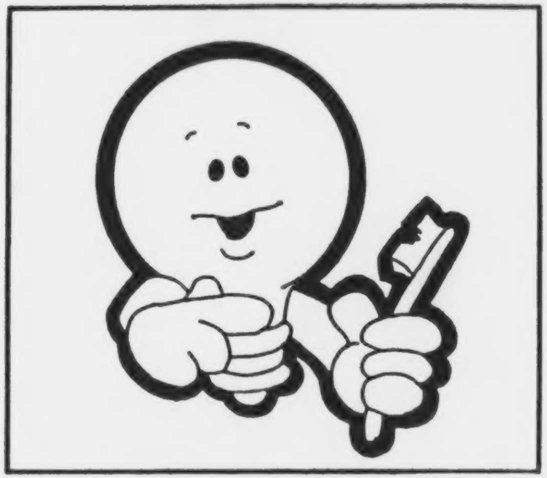
Division Of Dentistry Public
Health Services
U.S. Department Of Health,
Education And Welfare
9000 Rockville Pike
Bethesda, Maryland 20014

American Dental Association
Council On Dental Education
211 East Chicago Avenue
Chicago, Illinois 60611

American Dental Assistant Assoc
Suite 1130, 666 N Lake Shore Dr
Chicago, Illinois 60611

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 64
Career Field Code HTT



Dental Hygienist

It's a

BRIGHT

IDEA!

THE JOB:

DENTAL HYGIENIST cleans teeth.

What is it like to be a Dental Hygienist

Dental Hygienist work in dentists' offices. They clean patients' teeth to prevent decay. They also teach patients to take better care of their teeth. In many offices they prepare x-rays. In a small office they may also do the work of a dental assistant.

Dental Hygienist remove stains and calcium deposits from patients' teeth. They polish fillings and teeth. They massage the patients' gums. They may also apply flouride compounds to the teeth to prevent decay.

While cleaning teeth Hygienists make notes of any dental problems. They prepare a chart for the dentist to use in treating the problems.

A dentists' office is a comfortable place to work. It is very clean, well-lighted, and usually air-conditioned. The work does require a lot of concentration. It also requires standing up most of the time.

In a small office a Dental Hygienist may keep appointment records. The Hygienist may mix fillings for the dentist. In larger offices such jobs are done by a receptionist and a dental assistant.

Some Dental Hygienist work in schools, clinics, hospitals, and industrial plants. Some are also civilian employees of the armed services.

How much can you make

Earnings Range:	$ 9,500 - $16,000/year
Most Workers Earn:	$12,500 - $14,750/year
Usual Starting Salary:	$ 9,500 - $12,500/year

Hours of work

Dental Hygienists work 5 days, 35 to 40 hours/week. Part-time work is usually available, too.

To prepare for this job you should...

Finish your high school education. If you know a dentist, they will sometimes hire part-time employers to clean and sterilize the office. This experience could prove very valuable.

High school courses that are helpful

Life Sciences
Health or Hygiene
College Preparatory Classes

Other training

You should take a two-year course in Dental Hygiene at a technical education center. (You must apply by the middle of your senior year in high school.)

If you want to be a Dental Hygienist you should

-Like to work with people.
-Be kind, gentle and patient.
-Have good personal hygiene habits.
-Notice details.
-Be neat and orderly in your work.
-Not be easily upset by unpleasant ordors, blood, or someone's else's minor pains.
-Be willing to accept full responsibility for your work.
-Must have no record of drug addiction or convictions or major crimes.

Don't Forget

1. Part-time work is usually available for Dental Hygientists.
2. Almost all Dental Hygientists are women.
3. Dental Hygientists who work full-time usually get paid vacations and holidays, sick leave, and group health insurance.
4. If you have been convicted of a major crime or if you have been a drug addict, you cannot work as a Dental Hygientist.

What does the future look like for this Job?

There will be about 350 openings per year for the next 7 years for Dental Hygientists in Florida.

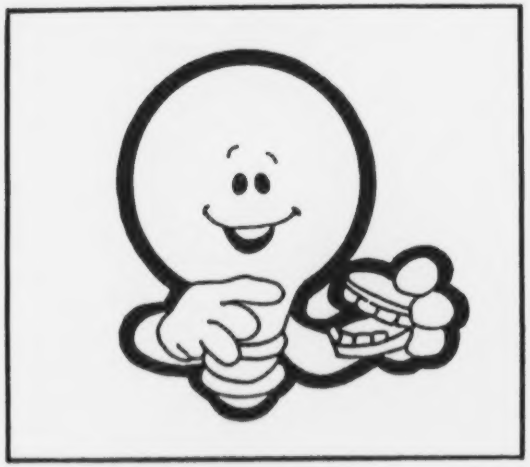
For more information write to:

Division Of Dentistry, Public
Health Service
Dept. Of Health Education
9000 Rockville Pike
Bethesda, Maryland 20014

American Dental Hygienists' Association
211 East Chicago Avenue
Chicago, Illinois 60611

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 65
Career Field Code PWM



Dental Laboratory Technician

It's a

BRIGHT

IDEA!

THE JOB:

DENTAL LABORATORY TECHNICIANS make artificial teeth and dentures, crowns, bridges and other dental devices.

What is it like to be a Dental Laboratory Technician

You will work in a clean, well-lit laboratory. You take a dentist's model or impression of a person's mouth. Then you pick the correct size, shape and color of the porcelain or plastic that will match the patient's teeth.

You will arrange the teeth of a person's dentures so they will fit right. You will also polish and finish dentures.

You will make castings of gold or metal alloys and fix broken dentures. You wil also build devices for straightening teeth.

How much can you make

Most earn from $15,000 to $20,000/year. Some become owners of their own laboratories and make much more.

Hours of work

Normally you will work 40 hours/week. May work nights and weekends.

To prepare for this job you should...

Like to work in art, molding things. You should like to work with machines. You should be able to work mathematics problems quickly. You should work with plastic, gold, porcelain and other types of metals.

High school courses that are helpful

Art (especially sculpture with clay and plaster)
Machine Shop

Other training

There are three ways to learn this job:
(1) An apprenticeship program.
(2) A two year training program in dental lab technology.
(3) On the job training.

If you want to be a Dental Laboratory Technician you should

-Know that a high school diploma is required.
-Know that most of the work is done in a clean, well-lit dental laboratory.
-Plan to become certified.

Don't Forget

1. You will need to take at least two years of training in order to be a qualified technician.
2. You must be very accurate because it can be very painful for a tooth not to fit right in a person's mouth.

What does the future look like for this Job?

There appears to be a need right now for good qualified Dental Technicians.

Some openings occur due to deaths, retirements and job turnover.

After getting a good reputation many Dental Laboratory Technicians open their own business.

For more information write to:

U.S. Dept Of Labor Bureau Of
Apprenticeships Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

National Board Of Certification
3801 Mount Vernon Avenue
Alexandria, Virginia 22305

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 66
Career Field Code HDT

Dentist

It's a BRIGHT IDEA!

THE JOB:

DENTISTS help their patients take proper care of their teeth and gums.

What is it like to be a Dentist

Dentists usually work in rented offices. Although there are several specialities in denistry, most Dentists are in general practice. They may furnish their offices in whatever way is most comfortable for themselves and their patients. Basic dental equipment is very expensive. Much equipment may be leased, rather than bought, but few Dentists have much money left over during the first year. Their income usually increases rapidly after the first year, however.

Dentists try to keep their patients' teeth healthy. They treat teeth with flouride compounds to prevent decay. They teach proper methods of home dental care. They repair or remove damaged teeth. They treat gum diseases. They make and fit false teeth. They may perform operations on the mouth or jaw. They also fit braces to straighten crooked teeth. A specialist may do only one or two of these jobs. General practitioners may send some of their patients to specialists for certain kinds of work.

Dentists must also be business managers. They often have several employees working for them. They may hire a receptionist, a dental assistant, and a dental hygienist to keep up with the work in a busy office.

How much can you make

Earnings Range: $17,000 - $60,000/year
Most Workers Earn: $50,000/year
Usual Starting Salary: $17,000 - $20,000/year

Dentists who specialize in certain areas earn more.

Hours of work

Self-employed Dentists work from 30 to 50 hours/week.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university followed by dental school.

High school courses that are helpful

English
Biology
Science Courses
Mathematics
Other College Preparatory Classes

Other training

The student must take a dental aptitude test to gain admission into an accredited dental school. A Dentist must pass the State Board Exam or pass the National Board Exam.

If you want to be a Dentist you should

-Like to work with people.
-Work well with your hands.
-Have good vision (glasses are ok).
-Enjoy science and mathematics.
-Prefer to work indoors.
-Not mind reading and studying a lot.
-Be very neat and precise in your work.
-Be willing to accept the responsibility of running your own business.

Don't Forget

1. 90% of all Dentists are general practitioners.
2. Many Dentists switch from full-time to part-time work instead of retiring.
3. The success of a Dentist depends on how well the Dentist gets along with other people as well as their dental skill.

What does the future look like for this Job?

The demand for Dentists is expected to remain high during the next ten years. The greatest demand is in small towns and rural areas where the expected income is lowest. Expected income is highest in large cities where competition for beginning Dentists is also greatest.

For more information write to:

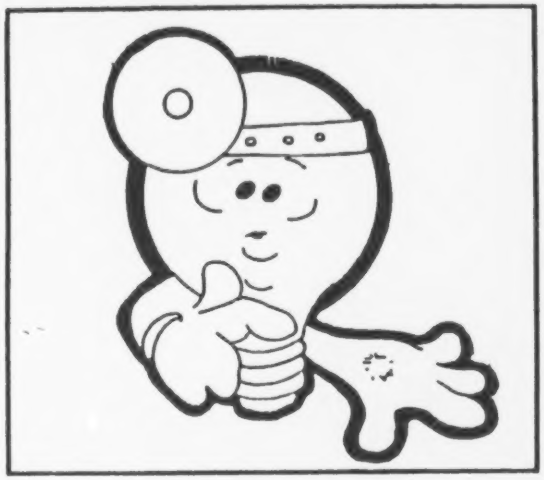
The American Association
Of Orthodentists
460 N. Lindbergh Blvd
St. Louis, MO 63141

American Association Of
Dental Schools
1625 Massachusetts Ave., NW
Washington, D.C. 20036

American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 67
Career Field Code HDT



Dermatologist

It's a BRIGHT IDEA!

THE JOB:

A DERMATOLOGIST is a doctor that treats diseases and problems of peoples' skin.

What is it like to be a Dermatologist

A Dermatologist examines patients, orders or executes various tests, and analyzes reports and findings of tests.

Dermatologists diagnose the patient's condition. They prescribe drugs and ointments to treat the patient's skin condition. They may give shots for certain allergies.

How much can you make

Most physicians earn more than $50,000/year. Residents start at around $13,000 to $20,000/year.

Hours of work

Most work in an office from 8 to 5 pm. Some overtime may be required.

To prepare for this job you should...

Finish your high school education with plans to attend college and at least 4 years of medical school beyond college.

Know that you must be admitted to a medical school. This requires you to pass an admissions test.

High school courses that are helpful

Biology
Chemistry
Mathematics
Physics
Physical Education
Other College Preparatory Courses

Other training

You need to go to college for 4 years, medical school for 4 years and specialize in Dermatology.

If you want to be a Dermatologist you should

-Like to help people with problems.
-Like the health field.
-Definitely plan to finish 4 years of college to qualify for medical school.
-Be willing to go to school for at least 9 to 10 years beyond high school.

Don't Forget

The military offers some excellent opportunities for training and helping to pay for your medical school.

What does the future look like for this Job?

The outlook is excellent. Many more doctors will be needed to serve our growing population.

For more information write to:

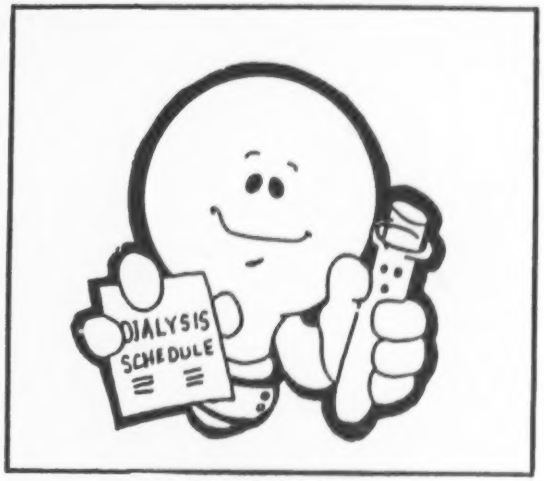
Council On Medical Education
American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

Association Of American
Medical Colleges
Suite 200, 1 Dupont Circle, NW
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 68

Career Field Code HTT



DIALYSIS TECHNICIAN

It's a BRIGHT IDEA!

THE JOB:

A DIALYSIS TECHNICIAN sets up and operates artificial kindney machines for people with kidney problems.

What is it like to be a Dialysis Technician

Dialysis Technicians get the kidney machine ready to use and records the patients' weight, temperature and other vital signs. They connect the machine to the patient and make sure that everything is working properly.

How much can you make

Earnings Range:	$4.50 - $10.00/hour
Most Workers Earn:	$5.50 - $ 8.00/hour
Usual Starting Salary:	$4.50 - $ 5.25/hour

Hours of work

Usually 40 hours per week.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Biology
Chemistry
Mathematics

Other training

All training for this occupation is given on the job.

If you want to be a Dialysis Technician you should

-Like to deal with things, numbers and objects.
-Like to work with machines.
-Like to work with people.

Don't Forget

Dialysis Technicians work with sick people most of the time, many times in life and death situations, you must work on your own and be very good at several different things.

What does the future look like for this Job?

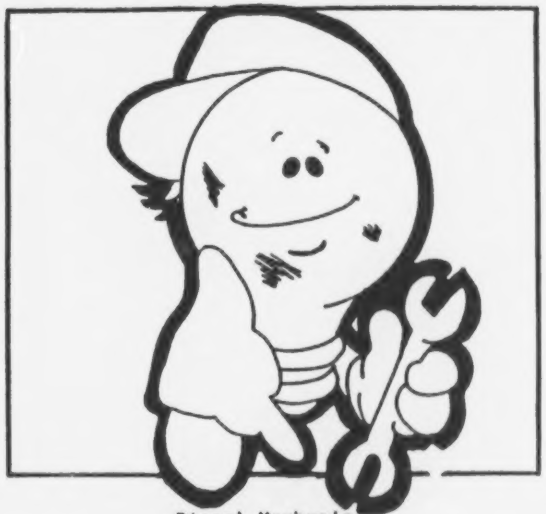
The need for Dialysis Technicians will increase over the next several years.

For more information write to:

Council on Medical Education
American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60611

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 69
Career Field Code MCR



Diesel Mechanic

It's a

BRIGHT

IDEA!

THE JOB:

A DIESEL MECHANIC repairs the engines in trucks, buses, and ships. He may also repair equipment which is attached to the engine.

What is it like to be a Diesel Mechanic

A Diesel Mechanic repairs diesel engines. Diesel engines are used in trucks, buses, trains, ships, tractors and other heavy equipment. Most Diesel Mechanics work for distributors and dealers who sell diesel engines, farm and construction equipment and trucks, or the mechanic may work for a construction company that uses heavy equipment. A Diesel Mechanic usually works in a shop with other mechanics. Like any mechanic's shop it may be noisy and dirty. Since it is often necessary to leave the doors and windows open for ventilation it is hot in the summer and cold in the winter. There is usually a strong odor of diesel fuel and exhaust fumes in the shop.

A Diesel Mechanic's work is a lot like an automobile mechanic's work. A Diesel Mechanic uses testing equipment to find out what is wrong with an engine. He takes the engine apart and replaces or repairs parts that are broken or worn out. He may need to use drills, grinders and welding tools to repair the engine. Pliers, wrenches and other hand tools are needed to take the engine apart and to put it back together.

The Diesel Mechanic often works with parts that are very heavy. He may have to work in cramped positions to reach some parts. Burns, cuts, and bruises are easy to get.

How much can you make

Earnings Range:	$3.50 - $11.75/hour
Most Workers Earn:	$7.00 - $10.00/hour
Usual Starting Salary:	$3.50 - $ 4.00/hour

Hours of work

Most Diesel Mechanics work days, 40 to 48 hours/week. Some rush jobs cause overtime work.

To prepare for this job you should...

Have at least a high school education.

High school courses that are helpful

Auto Shop
Mathematics
Physical Science

Other training

Courses in Diesel Mechanics are available at some regional technical education centers. Some correspondence schools offer training in Diesel Mechanics.

If you want to be a Diesel Mechanic you should

-Like to work indoors.
-Take pride in doing a good job.
-Not mind dirty, greasy work.
-Like to work with tools.
-Enjoy doing detailed work.
-Have a lot of patience.
-Be able to follow instructions well.
-Be strong enough to lift as much as 100 pounds.

Don't Forget

1. A Diesel Mechanic is expected to own his own hand tools (beginners' set may cost $100 to $1500).
2. The more school training you have the quicker you will finish on-the-job training.
3. Some companies give their Diesel Mechanics special training in repairing new engines.
4. Some employers offer paid vactions; health, life and accident insurance; retirement meet plans; and paid holidays.
5. You must be 18 years old to start training as a Diesel Mechanic.
6. Many Diesel Mechanics start out as automobile mechanics.

What does the future look like for this Job?

The demand for Diesel Mechanics is expected to increase rapidly. Many positions will be filled by people with experience as automobile mechanics. A qualified Diesel Mechanic may be promoted to master mechanic or shop foreman.

There will be about 400 openings per year for the next ten years for Diesel Mechanics in Florida.

For more information write to:

International Assoc. Of Machinists
and Aerospace Workers
1300 Connecticut Avenue NW
Washington, D.C. 20036

Automotive Service Industry Assoc.
444 N. Michigan Avenue
Chicago, Illinois 60611

International Union, United
Automobile, Aerospace And
Agricultural Implement
Workers Of America
800 East Jefferson Avenue
Detroit, Michigan 48214

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 70
Career Field Code NPD

PROTEIN
VITAMIN A
VITAMIN C
VITAMIN D

Dietetic Technician

It's a BRIGHT IDEA!

THE JOB:

DIETETIC TECHNICIAN, dieticians, and other food service workers plan and prepare attractive, satisfying, well-balanced meals.

What is it like to be a Dietetic Technician

A Dietetic Technician studies diets and foods. Some work in hospitals or nursing homes. They may spend a lot of time talking to patients. The doctor tells the dietician what kinds of food the patient must eat. The doctor also may tell the dietician how much the patient is allowed to eat. The technician helps the dietetic plan a menu that will fit the doctor's orders and keep the patient happy, too. The Dietetic Technician may check the meals to make sure they are prepared right. The technician may teach patients how to plan better meals for themselves too.

Some Dietetic Technicians work in restaurants. They plan menus, buy food, and may show cooks how to prepare the food. A Dietetic Technician in a restaurant may become assistant manager or the manager, but this can take awhile to learn.

Dietetic Technicians may also work for research laboratories. The technician in a research lab does experiments for dieticians. These technicians keep very careful records of their work. Keeping laboratory records can be like making a very detailed history of your work.

Dietetic Technicians often work for state and local health departments. They may visit families to find out what they eat, amount they eat, and how often they eat. They help families improve their diets and save money.

How much can you make

Earnings Range:	$3.35 - $7.50/hour
Most Workers Range:	$4.50 - $6.50/hour
Usual Starting Salary:	$3.35 - $4.00/hour

Hours of work

Most Dietetic Technicians work 35 to 40 hours/week. Some employers operate 24 hours a day and need technicians to work evenings, nights or weekends.

To prepare for this job you should...

Finish your high school education with plans for at least two more years of education.

High school courses that are helpful

Food Service
Biology
Chemistry
Home Economics
Business Mathematics
Typing

Other training

You will need to take a two-year course in dietetic technology at a technical education center or community college.

If you want to be a Dietetic Technician you should

-Like to work indoors.
-Enjoy cooking and planning meals.
-Like to work with other people.
-Be able to follow instructions well.
-Be able to give instructions clearly.
-Not mind standing for most of the day.
-Have good eyesight and hearing (glasses and hearing aids are ok).

Don't Forget

1. If you plan to go to college to study dietetics you should ask your counselor to help you learn more about jobs for dieticians.
2. A graduate of a two-year course in dietetic technology receives an associate of applied science degree.
3. Most Dietetic Technicians in Florida work in hospitals and nursing homes
4. Most employers offer paid vactions and holidays, retirement plans, and special rates on life and health insurance.
5. Many Dietetic Technicians get free uniform laundry and some free meals during working hours.

What does the future look like for this Job?

Dietetic Technicians will be needed more and more as nutrition becomes more important to the health and well-being of people.

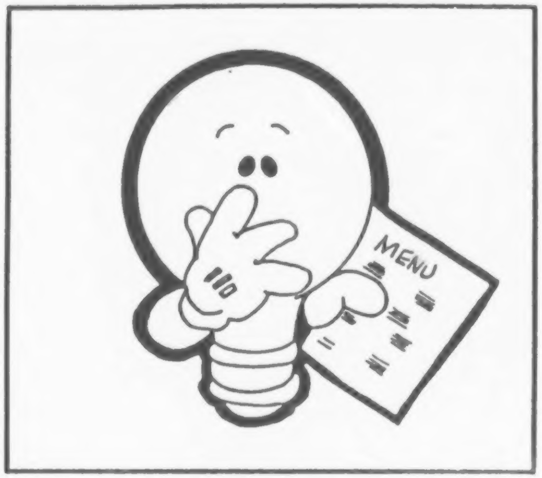
For more information write to:

The American Dietetic Association
620 North Michigan Avenue
Chicago, Illinois 60611

The Florida Dietetic Association
P.O. Box 6457
Orlando, Florida 32853

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 71
Career Field Code NPD



Dietician

It's a

BRIGHT

IDEA!

283

THE JOB:

DIETICIANS direct the work of people who plan and supervise the preparation of meals.

What is it like to be a Dietician

Dieticians plan menus and diets. They supervise workers in preparing meals. They buy food, equipment and other supplies. They inspect kitchens and serving areas to make sure they are clean and safe. They teach food nutrition and preparation. They conduct studies and research. They set up budgest, keep records and control costs. They hire and train staff.

How much can you make

You may start as a Dietician Technician at $10,000/year. Some can earn as much as $25,000 to $28,000/year.

Hours of work

Sometimes you may work weekends. Usually you work 40 hours/week.

To prepare for this job you should...

Like to get respect from others. Plan menus. Think up new ways to serve nutritious meals. Plan to get a 4 year bachelor's degree. Do mathematics problems very quickly.

High school courses that are helpful

Economics
Culinary Arts
Mathematics
Sciences (including chemistry)
Other Colleges Preparatory Courses

Other training

At least a 4 year college degree is required plus a 6 to 9 month internship in order to be a registered Dietician.

If you want to be a Dietician you should

-Plan to complete a college degree.
-Know that most employers are hospitals, industrial caterers, airlines, schools, and nursing homes.

Don't Forget

1. Opportunities for advancement are usually limited in small hospitals.
2. Experience will help bring promotions.

What does the future look like for this Job?

There is some shortage of good qualified Dieticians in many parts of this country.

For more information write to:

Florida School Food Service
Association, Inc.
P.O. Box 1516
Tallahassee, Florida 32302

The American Dietetic Association
430 N. Michigan Avenue
Chicago, Illinois 60611

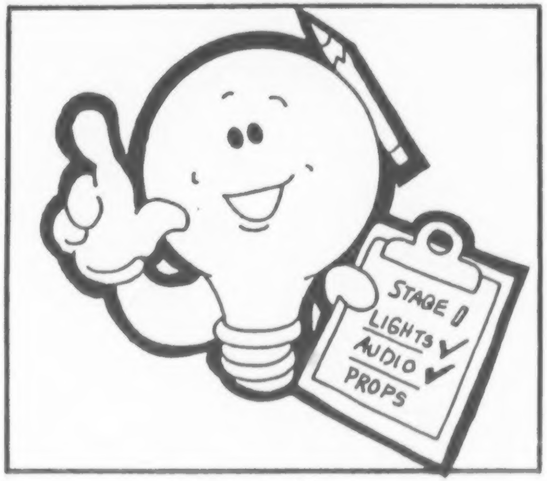
American Health Care Assoc.
1200 15 Street
Washington, D.C. 20005

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 72

Career Field Code WAE



Director, Stage

It's a BRIGHT IDEA!

THE JOB:

A DIRECTOR reads scripts then tells actors and actresses and the rest of the crew how to do a scene for a movie or play.

What is it like to be a Stage Director

Directors of Stage work with actors and actresses in rehearsals. They make sure that publicity, sets, costumes, and lighting are taken care of. They audition actors and actresses for parts. They develop style and treatment of play or other performances. They manage production budgets. They assign parts to actors and actresses. They set up rehearsals to teach the cast their roles.

How much can you make

Your salary depends on how famous you are. Some motion picture producers earn over 1/2 million dollars per year. Many work part-time.

Hours of work

Usually 40 hours/week plus extra during rehearsals.

To prepare for this job you should...

Study acting. Like the theatre. Like to be in charge of directing others to do things. Try to get a part in your school's plays.

High school courses that are helpful

Drama
English
Speech
Art
Other College Preparatory Classes

Other training

You should plan to get a degree in theatre or stage directing or drama.

If you want to be a Stage Director you should

-Like to read.
-Know that many directors first starting out wind up doing other jobs or teaching until they are discovered and become more well known.
-Plan to travel some.
-Go to Hollywood or New York for your best chances.

Don't Forget

1. You will work long hours during rehearsals.
2. Tv, radio, movie companies and stage groups need Directors.
3. Some shows go on the road.

What does the future look like for this Job?

Qualified and trained Directors work with the better trained actors and actresses. More opportunities are in film and Tv.

There are jobs for young Directors beginning a theatre career, especially in children's theatre and community theatre.

For more information write to:

American Theatre Association, Inc.
1000 Vermont Avenue, N.W.
Washington, D.C. 20005

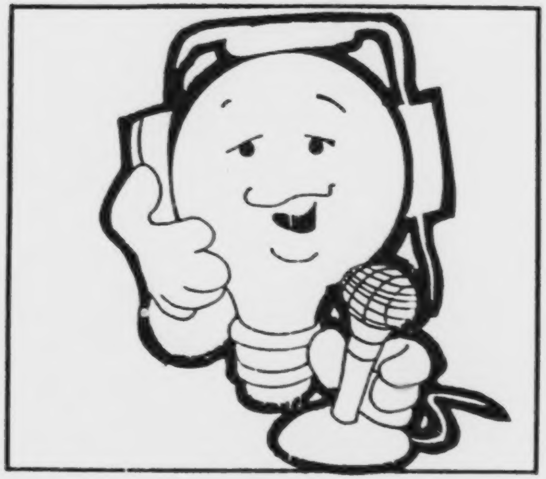
OR

Talk to your drama teacher in high school.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 73

Career Field Code WAE



Disc Jockey

It's a

BRIGHT

IDEA!

THE JOB:

DISC JOCKEY play records and advertise products on radio programs.

What is it like to be a Disc Jockey

Disc Jockeys work for radio stations. They work in small, soundproof studios. The studios are also well-lighted and air-conditioned. The work can be done standing or sitting.

Disc Jockeys try to do two things well. One is to entertain the audience. The other is to sell the products or services of the station's sponsors. Most of the entertainment is music. Disc Jockeys play records (usually from the 'Top 40'). In between records they read commercials and talk to the audience. A Disc Jockey's 'chatter' is usually not prepared in advance. They tell jokes or comment on unusual items in the news. Many use a variety of voices to carry on imaginary conversations. Others take calls and request from listeners. Many have contests on the air which give listeners a chance to win prizes.

Live commercials are read by the Disc Jockey. Taped commercials may be introduced by the Disc Jockey before starting the tape. Many Disc Jockeys also make public appearances for their sponsors. They may broadcast a show from a record store or department store.

Disc Jockeys may work with serveral engineers, technicians, and other broadcasters. A Disc Jockey sets up microphones, monitors broadcasting equipment, operates turntables, tape decks and broadcasts news and weather.

How much can you make

Most workers earn $350 - $550/week with experience. Usual starting salary is $200 - $300/week.

Well-known announcers can earn $100,000/year or more.

Hours of work

Many Disc Jockeys work two 3-hour shows each day. They may work 5 to 6 days/week. Night, weekend, and holiday work is common.

To prepare for this job you should...

Finish high school with plans to study broadcasting. You might check to see if high schools in your area have a short broadcast at local radio stations. You could take part in an activity like that to gain experience.

High school courses that are helpful

English
Speech
Drama
Basic Electronics

Other training

If you plan to study broadcasting at college or universities, you should take college preparatory courses recommended by your guidance counselor or occupational specialist.

Broadcasting is taught at colleges, universities, private schools of broadcasting and some technical education centers.

If you want to be a Disc Jockey you should

-Have a talent for easy 'chatter'.
-Have (or develop) a pleasant voice.
-Have an active sense of humor.
-Be able to work under pressure.
-Not be angered easily when people disagree with you.
-Have a creative imagination.
-Not mind working on a strict schedule.
-Be able to say 'No' pleasantly.

Don't Forget

1. One way to apply for a job is by sending a resume, audition tape, and request for an interview to the station you wish to work for.
2. A 'Ham' radio hobby can help you with requirements of a radiotelephone operator license.
3. Private voice lessons can help you develop a good announcer's voice.
4. Most employers offer paid vacations and holidays, group insurance, retirement plans, and profit sharing or other bonuses.

What does the future look like for this Job?

Most jobs for trained but inexperienced Disc Jockeys are in local, small-town stations. There is a lot of competition for most broadcasting jobs. Jobs with larger stations with higher pay are usually available only to experienced Disc Jockeys. Some Disc Jockeys become program directors or operation managers.

For more information write to:

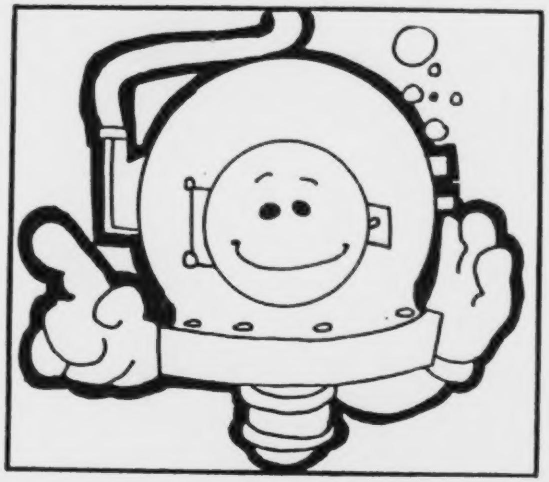
American Federation Of Television
And Radio Artists
724 Fifth Avenue
New York, New York 10019

National Association Of Broadcasters
1771 N Street, NW
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 74

Career Field Code MCR



Diver

It's a

BRIGHT

IDEA!

THE JOB:

A DIVER works below the surface of the water to rescue people and repair equipment.

What is it like to be a Diver

D Divers repair ships and other structures below the surface of the water. They guide where pilings for docks, bridges and oil drilling platforms will go. They lay, inspects and repairs underwater pipelines, cables and sewers. Divers help to raise underwater objects with hooks or cables. They search for lost, missing or sunken objects. They work in flooded mines. They operate underwater television or film cameras. They jerk signal lines or use telephones to talk to people above water. They use arc-oxygen cutting torches, pumps, pneumatic tools, or explosives to break-up large underwater objects.

How much can you make

Pay varies and depends on the danger and the amount of time underwater.

Hours of work

Hours vary. May have to work nights and weekend when there is an emergency.

To prepare for this job you should...

Learn to swim. Learn to use scuba gear. Learn to use welding torches and other types of underwater repair materials.

High school courses that are helpful

Machine Shop
Welding
First Aid
Physical Education
Swimming
Photography

Other training

You must be a certified underwater diver. An oceanographic technology program is helpful.

If you want to be a Diver you should

-Know that many oil companies hire divers, (they can make a lot of money but the risk is very great.)
-Know that many ship companies hire divers who may also be underwater welders.

Don't Forget

1. Some Divers salvage buried treasure.
2. Many Divers work in rescue operations and save lives.

What does the future look like for this Job?

With off shore oil drilling becoming more popular many Divers will be needed for various jobs on oil rigs and tankers.

Competition is keen.

For more information write to:

Check the diving shops in your area, or call Florida-View at 1-800-342-9271.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 75

Career Field Code AFH

Dog Groomer

It's a BRIGHT IDEA!

THE JOB:

A DOG GROOMER cuts, trims, washes and shapes dogs' coats.

What is it like to be a Dog Groomer

Dog Groomers place dogs on a grooming table and put collars on to hold them in place. They decide the proper length to cut the dogs' hair. They remove matted hair from behind ears and other areas of the dogs. They recognize and identify skin disorders. They clean dogs' ears. They may have to sell dog collars, dog food, leashes and other dog toys and materials.

How much can you make

Most Dog Groomers get a percentage of the cost of grooming the dog.

Hours of work

Normally 8 to 5 Tuesday through Saturday. Some overtime may be required.

To prepare for this job you should...

Practice brushing your pet. Like to work inside all day. Really like animals. Be able to lift heavy dogs in and out of a bath plus pick them up and put them onto a grooming table.

High school courses that are helpful

Retailing
Salesmanship

Other training

You can learn this skill from another groomer or go to a dog grooming school.

If you want to be a Dog Groomer you should

-Spend some time at a pet store talking to a groomer.
-Try to get a job as a dog groomer's helper.
-Be able to sell dog and pet supplies.

Don't Forget

1. You could be bitten by some of your customers' dogs.
2. You may give flea treatments besides grooming the dogs.

What does the future look like for this Job?

The pet world seems to be grooming more and more each year.

Depends a great deal on the competition in a given area.

For more information write to:

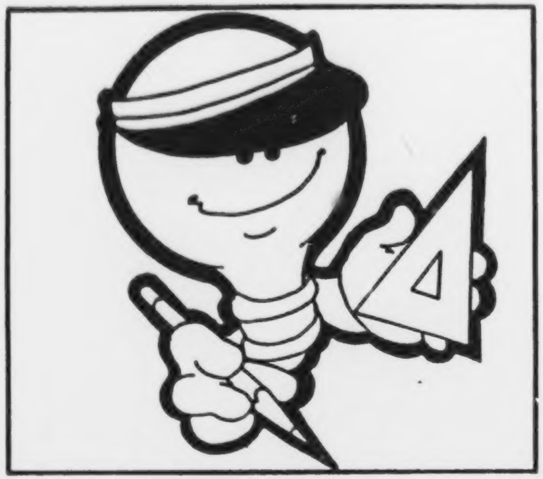
National Retail Pet Store
and Groomers Association
P. O. Box 265
Danville, CA 94526

American Kennel Club
51 Madison Avenue
New York, NY 10010

Talk to a dog groomer.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 76
Career Field Code TTE



Drofter

It's a BRIGHT IDEA!

THE JOB:

A DRAFTER draws sketches and plans for people to follow in fabricating machinery, buildings, electrical equipment, vehicles and engines.

What is it like to be a Drafter

Most Drafters work in clean, well-lighted, air-conditioned rooms. A Drafter ofen works standing at a large tilted desk. Drafters draw plans for building things. Some of their drawings may be 25 or 30 feet long, others may be very small. The drawings tell what materials to use, how big to make the parts, how to put all the parts together and sometimes how much each part will cost.

A Drafter uses many of the same tools a student uses in a geometry class; compasses, protractors, dividers, and triangles. A Drafter may also use a slide rule, mathematical tables, or an engineering handbook to decide what size to draw some parts and how to label them.

Many Drafters work for companies that make mechanical and electrical equipment. Many Drafters also work for engineers and for companies that design buildings. Some Drafters work for the state highway department. Drafters often specialize in making drawing for one particular kind of work such as: architecture, electronics or aerospace engineering.

How much can you make

Earnings Range:	$10,000 - $20,000/year
Most Workers Earn:	$10,500 - $15,000/year
Usual Starting Salary:	$ 9,500 - $10,000/year

Hours of work

Most Drafters work days, 40 hours/week.

To prepare for this job you should...

At least finish your high school education. Some formal training is almost always necessary for this occupation.

High school courses that are helpful

Algebra
Trigonometry
Geometry
Physical Sciences
Mechanical Drawing
Drafting
Shop (wood, metal or electric)

Other training

An adult drafting course at an area vocational school, or technical education center may qualify you for a job as a junior drafter. Some employers offer apprenticeship programs. On-the-job training never stops for Drafters; there is always something new you can learn.

If you want to be a Drafter you should

-Be able to concerntrate on detailed work for long period of time.
-Like to do neat, clean work.
-Must be able to draw well.
-Have good eyesight (glasses are ok).
-Be able to work well with mechanical things and should have good coordination.
-You must be able to follow instructions exactly.
-Not mind working alone since other Drafters in the office will have their own drawings to work on.

Don't Forget

1. You need school training before you can start on-the-job training.
2. With only high school training you may start work as a tracer; more training should get you a better job.
3. Most employers offer paid vacations and holidays, health and life insurance, and retirement plans.

What does the future look like for this Job?

There will be many new jobs for Drafters during the next five years since modern products and systems are becoming more and more complex. Since machines are doing a lot of the copying work there will be fewer drafting jobs for people with little training. Most new jobs will be for Drafters with more than high school training. Qualified Drafters are often promoted to supervisory positions. Some Drafters become independent designers.

For more information write to:

U.S. Dept Of Labor Bureau
Of Apprenticeship Training
2574 Seagate Drive
Suite 264
Tallahassee, Florida 32301

American Fed. of Tech. Engineers
1126 16th Street NW
Washington, D.C. 20036

American Institute For
Design And Drafting
3119 Prince Road
Barlesville, Oklahoma 74003

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 77
Career Field Code TMM

DAIRY DELI
MILK
ICE CREAM

Driver, Sales Route

It's a

BRIGHT

IDEA!

THE JOB:

A SALES ROUTE DRIVER has certain customers that they sell their products to.

What is it like to be a Sales Route Driver

They drive a truck or an automobile to a customer's home or business. They write up the order. They collect the money from the customer. They may load the truck with advertising displays and even set up displays in the stores. They should always try to sell their customers new products.

How much can you make

Usual starting salary is from $3.50 - $5.00/hour. You may earn from $5.00 to $9.00/hour. Most get a percentage of sales or a commission.

Hours of work

Normally 40 to 45 hours/week. Sometimes more during busy seasons.

To prepare for this job you should...

Get a chauffer's license. Like to meet the public. Like being outdoors-not tied to a desk job. Stay in good physical condition. Know that you will probably have to wear a uniform.

High school courses that are helpful

Retailing and Salesmanship
Driver's Education
English

Other training

Most of this training is on-the-job. You should be able to drive a large van or truck.

If you want to be a Sales Route Driver you should

-Stay in good physical condition.
-Know that some of the products you will sell may be heavy.
-Be very convincing.

Don't Forget

1. You could work long hours during busy seasons. (example: selling ice cream in the summer)
2. You could be promoted to a supervisor.

What does the future look like for this Job?

There is always a need for good Sales Route Drivers.

For more information write to:

Talk to a 'Coca-Cola' driver or anyone who sells and drives a delivery truck, or contact Florida View at 1-800-342-9271.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 78

Career Field Code AMB

DRYWALL
PLASTER

Dry Wall Contractor

It's a BRIGHT IDEA!

THE JOB:

A DRY WALL CONTRACTOR is a manager who installs dry wall in buildings and homes.

What is it like to be a Dry Wall Contractor

You usually will have to be a dry wall installer first. You will work with customers and other contractors. You will have to make an estimate of each job you do. This includes the amount of 'sheet rock' or dry wall material, the labor needed to put it up, and how long it will take to complete the job. You may prepare a payroll and hire your own workers.

How much can you make

Most are self-employed and earn from $16,000 to $30,000/year. A lot depends on the amount of work to be done.

Hours of work

When there is a lot buildings going on, you will work more than 40 hours/week.

To prepare for this job you should...

Spend some time as a dry wall installer. Know that most contractors have to be licensed.

High school courses that are helpful

Geometry
Business Subjects
Building Trades
You must be able to do mathematics very quickly.

Other training

You can learn to be a dry wall installer with two years of training at a vocational technical center or community college or through an apprenticeship program. Then you must take a test to be certified as a contractor.

If you want to be a Dry Wall Contractor you should

-Plan to get a job as a dry wall installer first.
-Be very accurate when you estimate a job.
-Be able to read blueprints very easily.

Don't Forget

1. When you are your own boss, all your customers become bosses.
2. Sometimes this business is unstable due to the economy.
3. This work could be seasonal.

What does the future look like for this Job?

A lot depends on whether there is any new building going on in your community.

Work is often seasonal. Opportunities are greatest in new developments near large or fast-growing towns or cities.

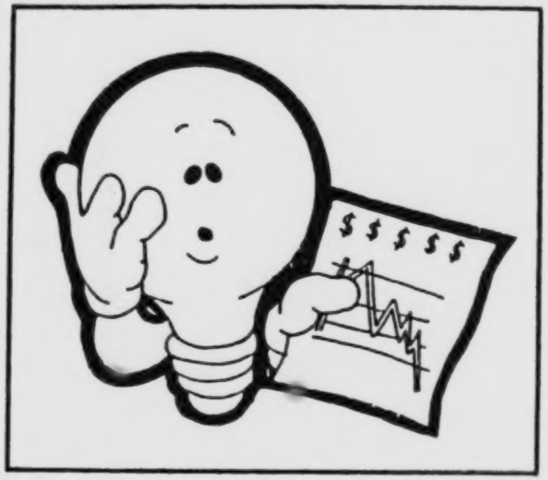
For more information write to:

Contractors/Gypsum Dry Wall
Contractors International
1711 Connecticut Avenue, NW
Washington, D.C. 20009

U.S. Dept. of Labor of
Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 79
Career Field Code SLR



Economist

It's a BRIGHT IDEA!

THE JOB:

An ECONOMIST does research, suggests ideas and tries to predict the future of a business or government.

What is it like to be an Economist

The Economist investigates particular economic activities, compiles statistics for them, determines the influence factors and analyzes them for trade. Research may deal with government fiscal policy and market analysis.

Most Economists specialize in a particular area (finance, banking, industry, international trade, agricultural economics, labor economics, urban economics). By specializing, the consultant may be more skilled at evaluating particular economic problems.

The Economist should enjoy working with complex problems.

How much can you make

Most earn from $17,000 to $35,000/year. A lot depends on who you work for.

Hours of work

Normal work week, 40 hours/week.

To prepare for this job you should...

Study the financial pages of the newspaper. Talk to an Economist if you know one.

High school courses that are helpful

Economics
Government
Mathematics
Science
Other College Preparatory Classes

Other training

A 4 year degree in Economics is required. Many prefer a minimum of a master's degree in Economics.

If you want to be an Economist you should

-Plan to go to school at least for a 4 year degree (include economics, computer programming, statistics, and business management classess).

Don't Forget

1. Initial experience may be gained with a consulting firm, federal government, or in private industry. Each has its own training method.

What does the future look like for this Job?

Opportunities seem better than average. Many employers prefer to hire Economists to help them better predict the economic trends in their business. Salaries are excellent.

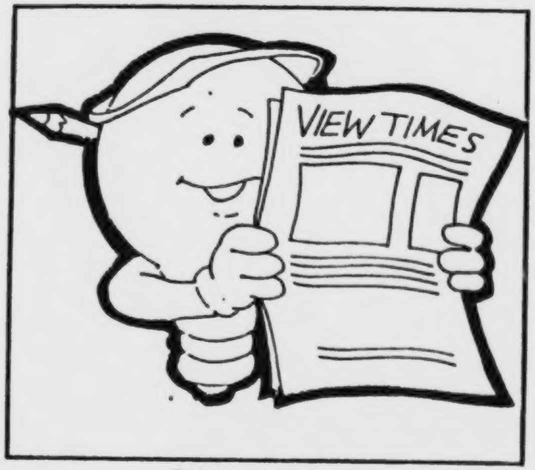
For more information write to:

U.S. Dept. of Energy
P.O. Box 62
Oak Ridge, TN 37830

Talk to an Economist in a large company or at a college or university.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 80
Career Field Code WAE



Editor, Newspaper

It's a

BRIGHT

IDEA!

THE JOB:

A NEWSPAPER EDITOR is in charge of the editorial staff of the newspaper.

What is it like to be a Newspaper Editor

A Newspaper Editor decides what gets in the paper and gives assignments to the reporters. Newspaper Editors also write editorials and special articles for the paper.

How much can you make

Earnings Range:	$5.50 - $10.00/hour
Most Workers Earn:	$8.00 - $ 9.00/hour
Usual Starting Salary:	$5.50 - $ 7.00/hour

Hours of work

The hours are irregular with lots of overtime and weekend work.

To prepare for this job you should...

Finish high school and get a bachelor's degree from a college or university.

High school courses that are helpful

Writing
Journalism
English

Other training

A bachelor's degree is required in journalism.

If you want to be a Newspaper Editor you should

-Like to work with people.
-Like to be in charge.
-Like to work alone.
-Like to tell others about your ideas.
-Like to work as part of a team.

Don't Forget

Newspaper Editors have to work sometimes around a lot of noise and confusion. You should be creative and know about a lot of different things. You should also be able to make good decisions.

What does the future look like for this Job?

There should be a need for more Editors in the next 10 years.

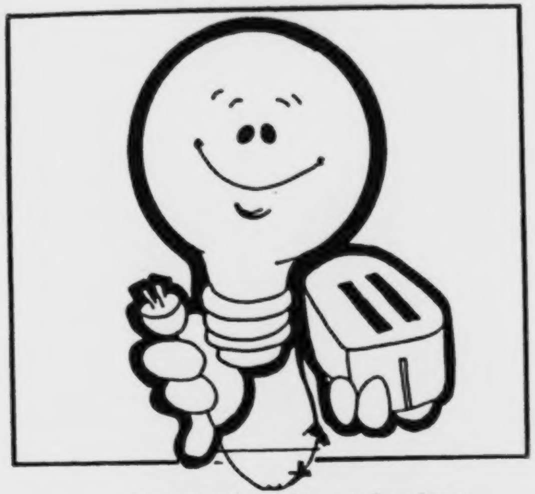
For more information write to:

The Dow Jones Newspaper Fund
P.O. Box 300
Princeton, NJ 08540

Women in Communication, Inc.
P.O. Box 9561
Austin, Texas 78766

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 81
Career Field Code MCR



Electrical Appliance Repairer

It's a

BRIGHT

IDEA!

THE JOB:

An ELECTRICAL APPLIANCE REPAIRER or maintenance electrician keeps electrical equipment working right and makes adjustments or repairs to electrical machinery that breaks down or wears out.

What is it like to be an Electrical Appliance Repairer

Electrical Appliance Repairers do some work in a shop and some work outside. Many work for the maintenance departments of businesses and industries. Some work for government agencies.

Electrical Appliance Repairers install, adjust, and repair many types of electrical equipment. They might work on transformers, lighting systems, generators, controls, or instruments. An Electrical Appliance Repairer may do many different jobs every day. Sometimes the Repairer may replace fuses, circuit breakers, or switches. On other jobs the Repairer may splice wiring or install conduits (pipes that hold wires).

Electrical Appliance Repairers use many types of test equipment such as test lamps, ammeters, and oscilloscopes. They often must read blueprints and wiring diagrams. Electrical Appliance Repairers also have to use mathematics to decide what type of equipment to use and what size wire is needed for some jobs. In addition to electrical test equipment the Repairer uses hand tools such as pliers, screwdrivers, wire cutters, drills, and reamers.

The Electrical Appliance Repairer sometimes works with high-voltage equipment and must be very careful not to get burned or shocked. Some jobs may require the Repairer to climb ladders or crawl behind equipment.

How much can you make

Earnings Range:	$3.75 - $11.00/hour
Most Workers Earn:	$5.00 - $10.00/hour
Usual Starting Salary:	$3.75 - $ 4.00/hour

Hours of work

Most Electrical Appliance Repairers work days, 40 hours/week. Some emergencies may cause overtime work.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

English (grammar and spelling)
Algebra
Trigonometry
Physics
Machine Shop
Electric Shop
History

Other training

Plans to study electricity at an area vocational school or technical education center should be discussed with the local joint apprenticeship committee.

If you want to be an Electrical Appliance Repairer you should

-Enjoy working with all kinds of tools.
-Be able to climb easily and you should not mind working in odd or cramped positions.
-Have good color vision.
-Work neatly.
-Be willing to take responsibility for your work.
-Be able to make decisions and should work well by yourself.
-Have good balance and should not be afraid of heights or closed-in places.

Don't Forget

1. You will need a high school diploma to get an apprenticeship.
2. You must be between 16 and 25 years old to start apprentice training.
3. You may have to take aptitude tests to get an apprenticeship.
4. Some employers offer paid vacations and holidays, sick leave, health and welfare plans, retirement plans.

What does the future look like for this Job?

Electrical Appliance Repairers are always needed. The competition in smaller towns is not as great as in larger towns and cities.

For more information write to:

National Joint Apprenticeship &
Training Committee For The Electrical
Industry
1730 Rhode Island Avenue, NW
Washington, D.C. 20036

National Electric Sign Assoc.
2625 Butterfield Rd., Suite 310E
Oak Brook, Illinois 60521

International Brotherhood
Of Electrical Workers
1125 15th Street, NW
Washington, D.C. 20005

U.S. Dept. Of Labor Bureau
Of Apprenticeship Training
2574 Seagate Dr, Suite 264
Tallahassee, Fl 32301

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 82

Career Field Code ESA

400,000,000
KILO'S
AT
PEAK HOURS

Electrical Engineer

It's a

BRIGHT

IDEA!

THE JOB:

An ELECTRICAL ENGINEER uses the principles of physics to design electrical and electronic machines.

What is it like to be an Electrical Engineer

An Electrical Engineer will usually be part of a team that has overall responsibility to create a product that is mass produceable. Each member of the team will work on a specific part of the system, trying out various materials and techniques in order to achieve a desired goal relating generally to power consumption, speed, weight, volume, ruggedness, power density, information capacity and so on.

Other Electrical Engineers may work on a larger scale designing power plants or satellite communications antennae. They use practical knowledge of the physical and electrical properties of materials.

Electrical Engineers use principles of physics, including quantum mechanics; electricity and magnetism, and specific knowledge of the properties of conducting, semi-conducting and insulating materials.

How much can you make

Engineers can earn $20,000 to $35,000/year or more. A lot depends on the company you work for.

Hours of work

You will often work long hours to complete a project.

To prepare for this job you should...

Plan to get at least a 4 year college degree in Engineering. Be able to use mathematics and sciences to figure out a problem. Like to build things out of electronic components to see how they will work. Like computer games and finding out how they work.

High school courses that are helpful

Mathematics
Physics
Electronics
Other College Preparatory Classes

Other training

You may need to be licensed by the state that you work in. You may therefore need a 4 year degree, 4 years experience and pass a written test in order to be certified.

If you want to be an Electrical Engineer you should

-Know that there is a great demand for good qualified engineers to meet the demand for technology.

Don't Forget

1. Most Electrical Engineers are certified.
2. Many universities offer a combined electrical and computer engineering degree.

What does the future look like for this Job?

The future appears excellent for this field. There is a shortage of good engineers now.

For more information write to:

The Institute Of Electrical & Electronic
Engineers Inc.
Service Center 445 Hoes Lane
Piscataway, N.J. 08854

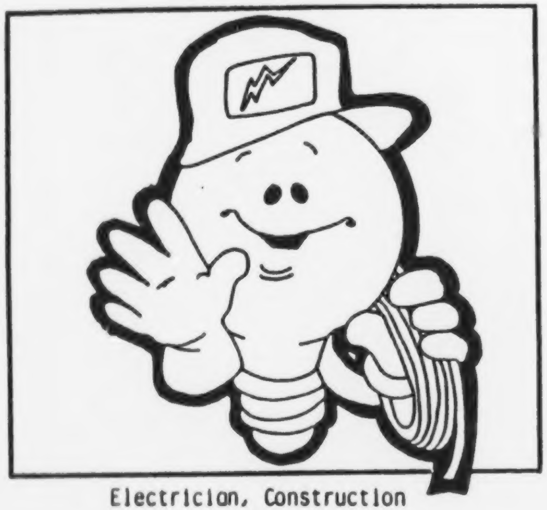
American Institute Of Industrial
Engineerss, Inc.
25 Technology Park/Atlanta
Norcross, Ga 30092

U.S. Dept. Of Energy
P.O. Box 62
Oak Ridge, TN 37830

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 83

Career Field Code CMD



Electrician, Construction

It's a BRIGHT IDEA!

THE JOB:

ELECTRICIANS plan, layout, and install electrical wiring in homes and buildings.

What is it like to be a Construction Electrician

A Construction Electrician installs switches, conduits, controls, circuit breakers, wires, lights, signal devices, and other electrical components, following blueprints and specifications.

If there is no electrical drawing, the Electrician terminates the incoming electrical service into a central fuse box and installs circuits expected to be used in the various sections of the building.

They install fuses or circuit breakers of the proper rating to prevent overloading. The Electrician must know and follow National Electrical Code regulations and must fulfill state, county and municipal regulations.

They use mechanical or hydraulic bender to shape conduit when installing wire. The Electrician pulls insulated wires or cables through the conduit. They connects the ends of cable wires to conduit breakers, switchgear motors, transformers, or other components. They tests the electrical circuits to make sure that the entire system is properly grounded, the connections properly made, and that circuits do not carry excessive current.

The Electrician joins wires by soldering or other methods. They furnish their own hand tools such as pliers, screwdrivers, brace, bits, and knives.

How much can you make

You may start as a helper for $3.50 to $4.00/hour and advance to as much as $12.00/hour for union construction. A lot depends on the amount of construction going on at the time and where you are making.

Hours of work

Usually 40 hours/week.

To prepare for this job you should...

Like to work around new construction. Work well with your hands. Be very careful and accurate (you don't want to get zapped). Be able to work in cramped awkward spaces. Be able to work outdoors in all kinds of weather.

High school courses that are helpful

Algebra
Trigonometry
Geometry
Basic and Advanced Electricity

Other training

You can enter this job several ways. One is to go through a 4 year formal apprenticeship program. Another way would be to take a program at a community college or vocational technical school.

If you want to be a Construction Electrician you should

-Be prepared to pass an apprenticeship training program.
-Know that you are subject to electrical shock and cuts and burns.
-Possibly open your own business.
-Know that it is not easy to qualify as an apprentice.
-Know that it takes a while to become a journeyman.

Don't Forget

1. Electricians are among the highest paid workers in the construction trades.
2. You may have to buy your own hand tools.
3. You must be able to do mathematics problems quickly.

What does the future look like for this Job?

Much depends on the economy and how much building is going on.

Opportunities exist in rural areas, cities and towns of all sizes. Competition is keen.

For more information write to:

International Brotherhood Of
Electrical Workers
1125 15the Street, NW
Washington, D.C. 20005

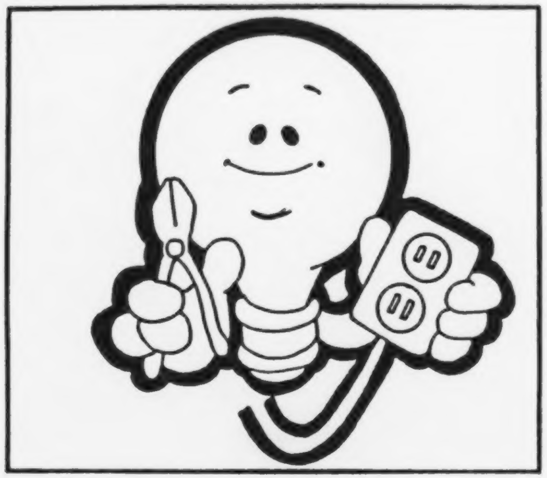
Fla. Assoc. Of Electrical Contractors
707 Nicolet Avenue
Winter Park, Florida 32789

U.S. Dept. Of Energy
P.O. Box 62
Oak Ridge, TN 37830

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 84
Career Field Code MHE



Electrician's Helper

It's a

BRIGHT

IDEA!

THE JOB:

ELECTRICIANS' HELPERS plan, layout, and install electrical wiring in homes and buildings.

What is it like to be an Electrician's Helper

An Electrician's Helper installs switches, conduits, controls, circuit breakers, wires, lights, signal devices, and other electrical components, following blueprints and specifications.

If there is no electrical drawing, the Helper terminates the incoming electrical service into a central fuse box and installs circuits expected to be used in the various sections of the building. They install fuses or circuit breakers of the proper rating to prevent overloading.

The Electrician's Helper must know and follow National Electrical Code Regulations and must fulfill state, county and municipal regualtions.

They use mechanical or hydraulic bender to shape conduit when installing wire. The Helper pull insulated wires or cables through the conduit. They connects the ends of cable wires to conduit breaker, switchgear motors, transformers, or other components. They tests the electrical circuits to make sure that the entire system is properly grounded, the connections properly made, and that circuits do not carry excessive current.

The Helper joins wires by soldering or other methods. They furnish their pliers, screwdrivers, brace and bit, knives, and hacksaws.

How much can you make

Helpers make from $3.50 to $6.00/hour. Some who become Electricians earn up to $12.00/hour.

Hours of work

Usually 40 hours/week.

To prepare for this job you should...

Like to work around new construction. Work well with your hands. Be very careful and accurate (you don't want to get zapped). Be able to work in cramped awkward spaces. Be able to work outdoors in all kinds of weather.

High school courses that are helpful

Algebra
Trigonometry
Geometry
Basic and Advanced Electricity

Other training

You can enter this job several ways. One is to go through a 4 year formal apprenticeship program. Another way would be to take a program at a community college or vocational technical school.

If you want to be an Electrician's Helper you should

-Be prepared to pass an apprenticeship training program.
-Know that you are subject to electrical shock and cuts and burns.
-Possibly open your own business.
-Know that it is not easy to qualify as an apprentice.
-Know that it takes a while to become a journeyman.

Don't Forget

1. Electricians are among the highest paid workers in construction trades.
2. You may have to buy your own hand tools.
3. You must be able to do mathematics problems quickly.

What does the future look like for this Job?

Much depends on the economy and how much building is going on.

For more information write to:

International Brotherhood Of
Electrical Workers
1125 15th Street, NW
Washington, D.C. 20005

U.S. Dept Of Labor Bureau Of
Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

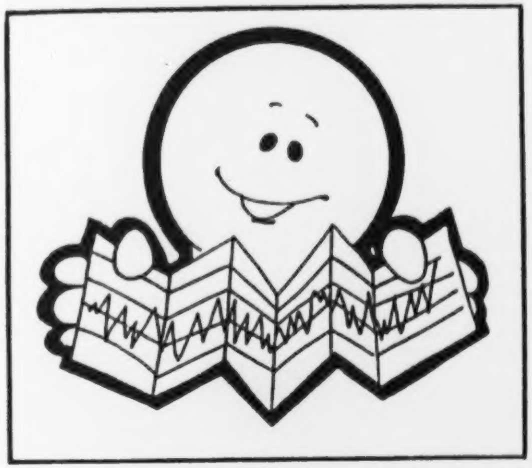
U.S. Dept Of Energy
P.O. Box 62
Oak Ridge, TN 37830

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 85

Career Field Code: HTT



Electrocardiograph Technician

It's a BRIGHT IDEA!

THE JOB:

ELECTROCARDIOGRAPH TECHNICIANS operate an electrocardiograph machine which is attached to patients to monitor heart muscles.

What is it like to be an Electrocardiograph Technician

The Electrocardiograph Technician cares for and operates electrocardiograph equipment. The EKG Technician is expected to report malfunctions of machinery immediately, and must know how to put paper and ink in the machine. The tracings obtained are sent to the cardiologist for analysis and interpretation. The EKG Technician instructs the patient in procedures. They connects leads from the electrocardiograph to electrodes on the patient. The Technician manipulates switches of equipment to administer the test. They gives or forwards the tracing to the doctor or cardiologist. The EKG Technician must keep machinery in working order. They may develop film. The Technician may also perform related clerical duties or be trained for other medical laboratory testing if not needed full-time for electrocardiograph work.

How much can you make

Most earn $4.00 to $7.50/hour. Many nurses and other medical assistants give electrocardiograph tests.

Hours of work

Usually 40 hours/week.

To prepare for this job you should...

Like helping people. Work with detailed facts. Work as part of a team. Like to work in a medical setting.

High school courses that are helpful

Science (all types)
Electronics

Other training

Training for an Electrocardiograph Technician will last from 3 to 6 months. Many times, nurses, as part of their duties, must perform this job.

If you want to be an Electrocardiograph Technician you should

-Be satisfied knowing that you are helping people.
-Be ready to work in an emergency situation.
-Be a high school graduate.

Don't Forget

1. There is little room for errors in this job.
2. There is a limited chance for promotion in this job.

What does the future look like for this Job?

There is currently a need for Electrocardiograph Technicians.

For more information write to:

American Cardiology Technologists
Association, Inc.
Suite, 808
Reston International Center
11800 Sunrise Valley Drive
Reston, VA 22091

American Medical Association
840 N. Lake Shore Drive
Chicago, Illinois 60611

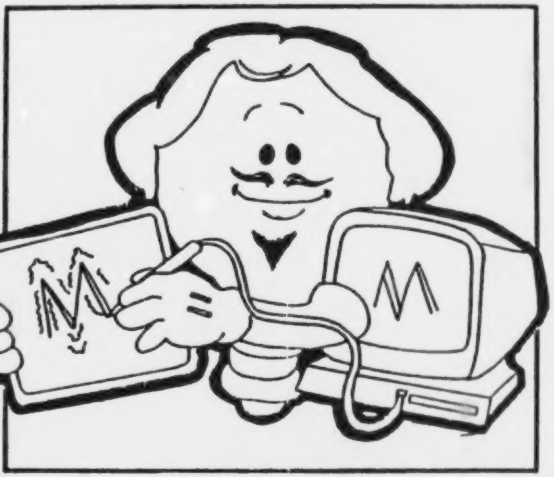
American Cardiology
Technologists Association
University Hospital
1200 W. Leonard St.
Pensacola, Fl 32506

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 86

Career Field Code MCR



ELECTRONIC MECHANIC

It's a

BRIGHT

IDEA!

THE JOB:

An ELECTRONIC MECHANIC repairs electronic equipment like computers.

What is it like to be an Electronic Mechanic

Electronic Mechanics test electronic equipment and find out what is wrong. They replace broken parts and keep a record of all the repairs they make.

How much can you make

Earnings Range:	$10,000 - $23,000/year and above for exper.
Most Workers Earn:	$15,000 - $22,000/year
Usual Starting Salary:	$10,000 - $14,000/year

Hours of work

Hours are often irregular and may include weekends and overtime.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Math
Electronics
Machine Shop

Other training

A 2-5 year on-the-job training program is often required.

If you want to be an Electronic Mechanic you should

-Like to deal with things, numbers and objects.
-Like to work with machines.
-Like to make decisions.
-Like to do a good job.

Don't Forget

Electronics Mechanics work with machines more than people. You may have to join a union, and you always have to be careful you don't get shocked.

What does the future look like for this Job?

The demand for Electronics Mechancis is getting greater and greater.

For more information write to:

Electronic Industries Assoc.
2001 Eye Street, N.W.
Washington, D.C. 20006

U.S. Department of Labor Bureau
of Apprenticeship Training
2574 Seagate Drive., Suite 264
Tallahassee, Florida 32301

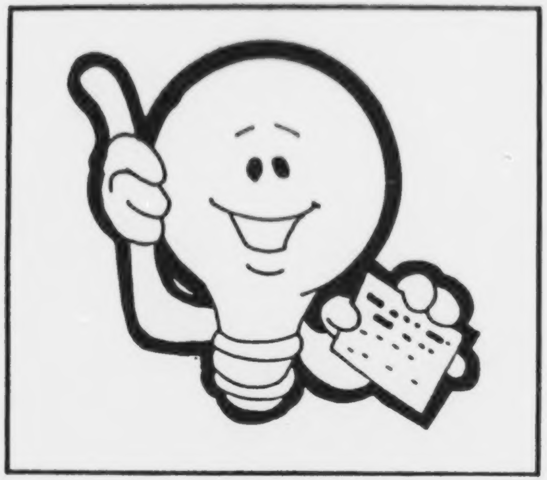
Federal Communication Commission
Washington, D.C. 20554

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 87

Career Field Code ESA



Electronic Engineer

It's a

BRIGHT

IDEA!

THE JOB:

An ELECTRONIC ENGINEER studies designs and supervises the development of electronic equipment such as computers, stereos, and microwaves.

What is it like to be an Electronic Engineer

Electronic Engineers prepare cost estimates for manufacturing electronic equipment and components. They develop a test model and ways to evaluate the circuits. They supervise the construction of test model circuits and controls used in the equipment. They supervise the construction and operation of individual or central communications systems. They supervise the manufacture, inspection, testing and installation of electronic components and systems.

They prepare reports and process descriptions. Electronic Engineers write instructional manuals on modification, maintenance and repair procedures, and product catalogs for electronic components and systems.

How much can you make

Engineers can earn from $20,000 to $36,000/year or more. They are some of the highest paid workers.

Hours of work

Usually 40 hours/week with occasional overtime or weekend work when working on a project.

To prepare for this job you should...

Like to work with science. Like to work with electronic equipment. Be able to lift from 10 to 20 pounds. Know that most engineers are highly specialized and work in a specific area like design or field testing.

High school courses that are helpful

Physics
Electricity
Mathematics
Algebra
Data Processing
Trigonometry
Calculus
Other College Preparatory Classes

Other training

You will need at least a bachelor's degree (4 years) in electronic engineering or computer engineering.

If you want to be an Electronic Engineer you should

-Know that some engineering positions require more than four years of college.
-Be able to solve complex problems using math and science and be able to understand how computer games like pac-man work.

Don't Forget

One out of every 9 people who are in the electronics field are Engineers.

What does the future look like for this Job?

Electronic gear is becoming more and more popular. Engineers are very much in demand. Employment of engineers is expected to increase faster than total employment, because of high spending for research and development and the manufacture of more complex products.

For more information write to:

American Inst. Of Industrial
Engineers, Inc.
Institute Headquarters
25 Technology Park/Atlanta
Norcross, Ga 30092

National Society Of Professional Engineers
2029 K. Street, NW
Washington, D.C. 20006

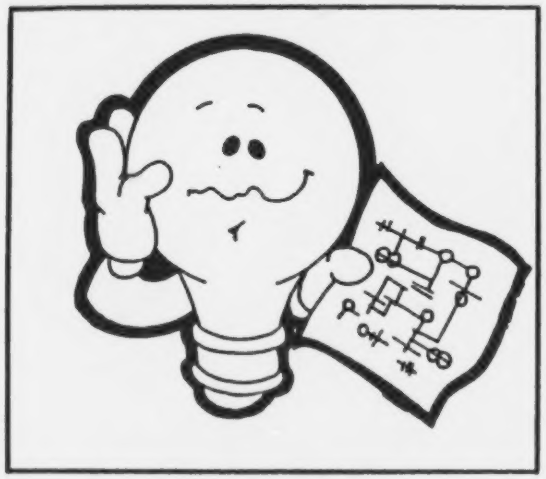
Engineer Council For
Professional Development
345 E. 47th Street
New York, NY 10017

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 88

Career Field Code TTE



Electronic Technician

It's a

BRIGHT

IDEA!

THE JOB:

ELECTRONICS TECHNICIANS repair and adjust electronic equipment.

What is it like to be an Electronics Technician

Electronics Technicians work in many industries. Some work with scientists and engineers. Some work directly with the public.

Some Electronics Technicians work in research departments. They help engineers and scientists build new products. They help test new products. The results of every test must be carefully recorded.

Many Electronics Technicians work in manufacturing industries. Some operate and repair electronic equipment used in production. Others test product samples for proper performance. Some make sure the test equipment is working properly. Electronics Technicians on production lines usually make their tests on a regular schedule. When many repairs or adjustments are needed it can be very hard to keep up with the test schedule. Production deadlines can also create a lot of pressure for a production line technician.

Customer service is also a large field for Electronics Technicians. Consumers own millions of electronic products, including radios, stereo equipment, microwave ovens, and televisions.

Electronics Technicians usually work in very comfortable conditions. The equipment must be kept clean, dry and at an even temperature.

How much can you make

Earnings Range:	$3.50 - $9.50/hour and above for larger companies
Most Workers Earn:	$7.50 - $8.50/hour
Usual Starting Salary:	$3.50 - $4.50/hour

Hours of work

Electronics Technicians in manufacturing may work any shift 40 hours/week. Those who repair home products usually work days, 35 to 40 hours/week.

To prepare for this job you should...

Finish your high school education with plans to attend a technical education center.

High school courses that are helpful

English
Physics
Basic Electronics
Mathematics

Other training

It takes two years to complete an associate degree program in Electronics Engineering Technology.

If you want to be an Electronics Technician you should

-Work well alone or as a member of a team.
-Follow written instructions well.
-Have a good memory.
-Enjoy mathematics.
-Be willing to continue studying to keep up with changes in electronic equipment.
-Prefer to work indoors.
-Have good color vision.

Don't Forget

1. Technical education centers have placement services to help their graduates find jobs.
2. Most employers offer paid vacations and holidays, sick leave, group insurance plans, and retirement plans.
3. Some jobs for Electronics Technicians require a license or certification of some kind; most do not.
4. Computer technology is one of the fastest growing areas in electronics.

What does the future look like for this Job?

There is a steadily increasing demand for Electronics Technicians in many industries. Television and radio repair has been greatly simplified by the use of replaceable circuits but the increasing popularity of other electronic equipment in the home has caused the need for qualified repairmen and production technicians to continue to rise. Greater use of automated equipment and computers in manufacturing has also increased the demand for Electronic Technicians. Experienced technicians are often promoted to supervisory positions. Repairers experienced in consumer electronics may open their own repair shops.

For more information write to:

Electronics Industries Association
2001 I Street, NW
Washington, D.C. 20006

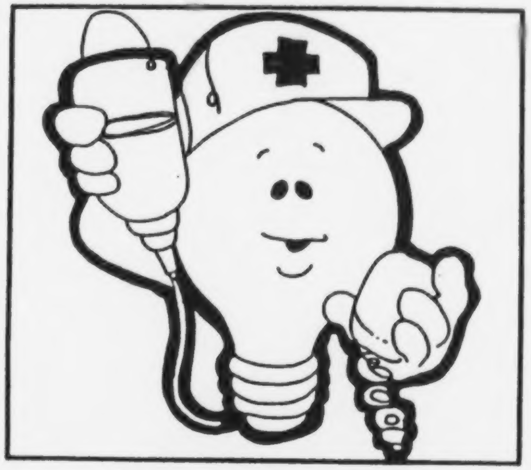
U.S. Dept. Of Labor Bureau
Of Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 89

Career Field Code HTT



Emergency Medical Technician

It's a

BRIGHT

IDEA!

THE JOB:

EMERGENCY MEDICAL TECHNICIANS provide basic life support to very ill or injured people.

What is it like to be an Emergency Medical Technician

Emergency Medical Technicians recognize and evaluate a medical emergency. They supervise the care and transportation of a patient. They choose the best route through traffic and weather conditions. They lift and carry patients. They drive an emergency vehicle to the address or location given. They replace used linens, blankets and other supplies after each call and send supplies to be sterilized. They check equipment carefully and prepare ambulances for next emergency calls.

Emergency Medical Technicians clean ambulances and keep them neat and orderly. They decontaminate the interior of the ambulance after transporting a victim with a contagious infection or radiation exposure. They check gas, oil, water, battery, radiator and tire pressure of ambulance. They constantly check patients on the way to the emergency room and administer additional care as directed by the physician by radio contact.

Emergency Medical Technicians take care of and use common emergency equipment. In case of patient's death, they notify the proper authorities and arrange for the protection of the deceased's property. They rescue trapped victims, using appropriate tools and techniques. They identify the condition of patients and administer proper care.

How much can you make

Earnings Range from $9,000 to $18,000/year. Emergency Medical Technicians employed by fire and police departments are paid the same as fire fighters and police officers.

Hours of work

Usually 40 hours/week. They may be on call 24 hours/day.

To prepare for this job you should...

Like to work outdoors. Like to work under pressure. Work as a part of a team. Get a part-time or volunteer job in a hospital.

High school courses that are helpful

First Aid
Science
Biology
Physical Education
Driver's Education

Other training

You must be 18 years of age. You must take an 80 hour course to become an Emergency Medical Technician I. With more training you can become an Emergency Medical Technician II and eventually become a paramedic.

If you want to be an Emergency Medical Technician you should

-Keep a cool head during an emergency.
-Plan to become certified as an Emergency Medical Technician.
-Be able to lift and carry 100 pounds or more.
-Be able to stand the sight of blood and very injured people.

Don't Forget

1. You have to treat very sick and injured people.
2. Sometimes you may have to deliver a baby or help to get them to a hospital.
3. You may be exposed to infectious diseases.

What does the future look like for this Job?

More and more cities and towns have paramedics and Emergency Medical Technicians to help save lives and improve medical care. As the field of emergency medical care develops and personnel become more qualified, more people all expected to use ambulance services, this increasing the demand for Emergency Medical Technicians.

For more information write to:

U.S. Dept. Of Labor
Bureau Of Apprenticeship
Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

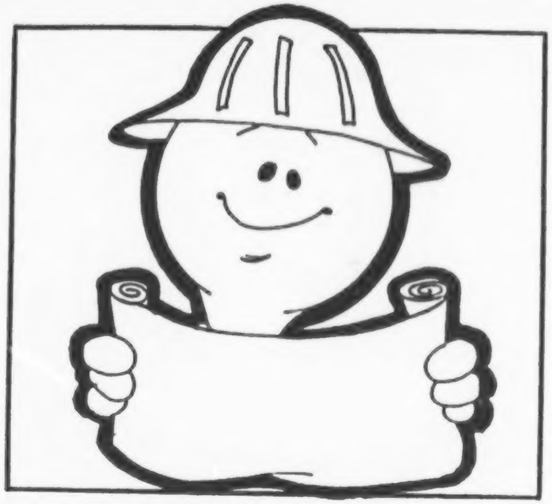
National Registry Of Emergency
Medical Technicians
1395 Dublin-Granville Road
P.O. Box 29233
Columbus, Ohio 43229

Fla. Assoc. of Emergency Medical Technicians
P. O. Box 40176
St. Petersburg, Florida 33743

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 90
Career Field Code TTE



Engineering Assistant

It's a BRIGHT IDEA!

THE JOB:

An ENGINEERING ASSISTANT develops the drawings according to an engineers's sketches.

What is it like to be an Engineering Assistant

The Engineering Assistant in the field carries the rod or chain in surveys or writes construction notes and reports and may also: (1) act as a weighmaster or loadchecker, (2) prepare field samples, (3) check pavement samples, (4) act as plant inspector, and (5) use transit, targets, chains, and steel tape plus stakes.

The Engineering Assistant in the office may: (1) do simple drafting, (2) do simple computations, (3) use planimeters, (4) use compasses, (5) plot cross sections, (6) figure yardage, (7) use scales, and (8) use curved templates.

How much can you make

Most workers earn $5.00 to $8.50/hour. Much depends on your duties and the type of company you work for.

Hours of work

Usually you will work 40 hours/week. On a job site you may have to work overtime and long hours.

To prepare for this job you should...

Like to work as part of a team. Think up new ways of doing things. Follow instructions real well. Know that in the field you could be subject to snake bites, insects bites and poison ivy. Complete your high school education.

High school courses that are helpful

Drafting
English
Mathematics
Trigonometry
Physics
Geometry
Chemistry

Other training

Some on-the-job training is required, but many employers like you to have a two year associate degree in engineering technology.

If you want to be an Engineering Assistant you should

-Plan to get a two year associate's degree in engineering technology.
-Be able to explain your ideas very clearly.
-Understand blueprints and designs.
-Plan to continue your education - some become full engineers.

Don't Forget

As an Engineering Assistant, you are on the bottom of the ladder.

What does the future look like for this Job?

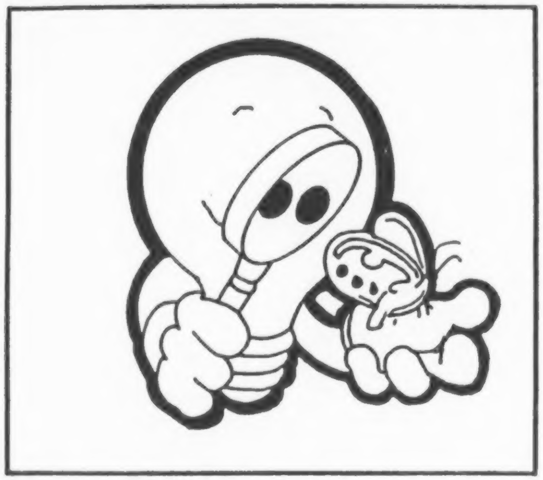
Opportunities are best in larger cities. The economy may determine the need for assistants. Population growth and expansion of public facilities will create a demand for large numbers of Engineering Assistants.

For more information write to:

Electronics Industry Association
2001 Eve Street, NW
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 91
Career Field Code NSM



Entomologist

It's a BRIGHT IDEA!

THE JOB:

The ENTOMOLOGIST studies insects and their relationship to plant and animal life.

What is it like to be an Entomologist

The Entomologist describes, classifies, and studies the structure, distribution, development, history, and habits of insects and related arthropods.

In the field of research, Entomologists try to find more effective and more economical ways to control insects that destroy annual crops and carry diseases. They give research results to an Extension Worker, who takes the results to the public.

An Entomologist involved in regulatory work tries to prevent the introduction and spread of insect pests from outside the United States.

How much can you make

Some can earn $25,000 to $30,000/year. A lot depends on who you work for.

Hours of work

Usually 40 hours/week.

To prepare for this job you should...

Like to work with things and objects. Work as part of a team. Plan to get more than a bachelor's degree if you want to advance. Use mathematics and science to figure out a problem.

High school courses that are helpful

Mathematics
Science, especially biology and chemistry
Other College Preparatory Classes

Other training

You need at least a four year degree in Entomology

If you want to be an Entomologist you should

-Be extremely careful working with insects and pesticides.
-Know that during the summer months you could be busier.

Don't Forget

1. Membership in the National Pest Control Association is desirable.
2. This is one of the newer fields of science.
3. Opportunties for advancement are good.

What does the future look like for this Job?

There are more opportunities in Entomology than in biological sciences.

For more information write to:

EPA
U.S. Environmental
Protection Agency
Washington, D.C. 20460

U.S. Dept. Of Agriculture
Washington, D.C. 20250

Ask your guidance counselor or occupational specialist about careers in Entomology. Talk to a pest control company.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 92

Career Field Code SRV

Exterminator

It's a

BRIGHT

IDEA!

THE JOB:

EXTERMINATORS spray chemicals and set traps to kill insects and other pests in homes, farms and buildings.

What is it like to be an Exterminator

Exterminators inspect buildings and surroundings areas at regular intervals or at the request of the property owener to detect signs of insects, rodents or other pests. They decide which type of treatment is best to use and give the customer an estimate of the cost.

Exterminators mix chemicals and spray liquid and gaseous insecticides in infested areas using manual or electric sprayers. They may dust infested areas with poisonous powder, set mechanical traps and place poisonous bait in those areas. They clean out areas that harbor pests, using rakes, shovels, brooms, and mops.

Exterminators seal vents and other openings with tape and large tarpaulins (covers) before fumigating a building. They turn cylinder valves to send toxic gases from the cylinder through a hose into the building. They may also fumigate house furnishings or clothing.

How much can you make

Most workers earn from $10,000 to $17,000/year. Most get a commission on every customer they service. They may make more if they own their own business.

Hours of work

Usually 40 hours/week, 5 days/week.

To prepare for this job you should...

Like to be independence and work on your own. Like to work both indoors and outdoors. Know something about the habits of bugs and other pests such as rats, mice and snakes.

High school courses that are helpful

Biology
Chemistry
Business Mathematics
Distributive Education

Other training

A high school diploma is preferred by some employers. Most training is given on the job.

If you want to be an Exterminator you should

-Plan to work some nights, especially in restaurants and businesses.
-Be careful, courteous and well groomed, since you will be meeting the public.

Don't Forget

1. Some Exterminators are paid an hourly rate while others earn a commission based on the number of customers they have.

What does the future look like for this Job?

Bugs have been here for millions of years. They must be controlled for us to survive in certain parts of the country. The outlook appears excellent.

For more information write to:

U.S. Dept. Of Agriculture
Science and Education Admin.
Room 60225, 14th and
Independence, N.W.
Washington, D.C. 20250

National Pest Control Assoc. Inc.
8150 Leesburg Pike
Vienna, Virginia 22180

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 93

Career Field Code TLC

Faculty Member College or University

It's a

BRIGHT

IDEA!

THE JOB:

A COLLEGE OR UNIVERSITY FACULTY MEMBER teaches students in a junior college or university.

What is it like to be a Faculty Member College or University

They may teach one or more subjects. They may write articles and books. They may do research and individual study. They serve on faculty committees. They may serve as an advisor to student organizations. They may have supervisor duties as a department chairperson.

How much can you make

May earn from $15,000 to $30,000/year. Some earn more from sales of their writing or by being a consultant to private industry.

Hours of work

Hours vary. Most teach 12 hours a week in the classroom plus time to prepare for class.

To prepare for this job you should...

Plan to get more than 4 years of college. Like to teach other people. Visit a college or university and talk to one or more of the professors.

High school courses that are helpful

English
Science
Mathematics
Other College Preparatory Classes

Other training

Most colleges prefer that you have at least a master's degree to start. Many want you to be pursuing a PH.D or already have one.

If you want to be a Faculty Member College or University you should

-Know that just about any field you can think of must have a person to teach it.
-Know that you must start as an assistant or associate professor and then a professor and then a department head or a dean.

Don't Forget

1. Related jobs are available in private industry.
2. Many fringe benefits are available like free tuition for your kids, good football tickets, and travel.

What does the future look like for this Job?

There is a keen competition for good positions. The supply of applicants is more than the demand.

For more information write to:

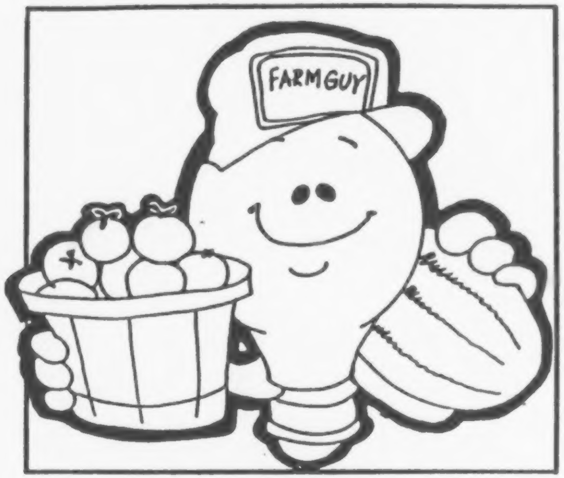
American Federation Of Teachers
1012 14th Street NW
Washington, D.C. 20065

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 94

Career Field Code AFH



Farmer, Vegetable

It's a

BRIGHT

IDEA!

THE JOB:

VEGETABLE FARMERS prepare the field, plant, cultivate and harvest vegetable crops of many different varieties.

What is it like to be a Vegetable Farmer

Vegetable Farmers prepare soil and plant seeds. They fertilize soil with a machine. They cultivate crops with a tractor. They spray crops to keep bugs away. They irrigate crops when there is no rain. The market crops.

Vegetable Farmers repair buildings and equipment. They buy supplies and equipment. They keep records. They supervise farm hands.

How much can you make

Many Farmers' wages differ each year depending on the weather, the demand for their product and the costs to operate their farm. Many earn between $15,000 and $30,000/year.

Hours of work

Long hard hours during planting and harvesting seasons.

To prepare for this job you should...

Try to get a part-time job working on a farm or grow your own garden to see how you will like it. Like to be outdoors a great deal of the time in all types of weather. Be able to lift heavy sacks of grain and seed. Be able to drive a tractor. Join a 4H or FFA club in your high school.

High school courses that are helpful

Biology
Business Classes
Agriculture Classes

Other training

There are programs in farm management sponsored by area vocational technical centers, community colleges and universities. These will teach you the latest techniques in farming.

If you want to be a Vegetable Farmer you should

-Know that a lot of farmers pass their business down to their relatives.
-Know that farmers take a big risk in grooming food.
-Plan to finish high school and continue your education, if possible, to learn the best techniques of farming.

Don't Forget

1. This job calls for both physical and mental work.
2. Insects, weather and crop diseases may affect your profits.

What does the future look like for this Job?

Less people are going into this field and farms are getting larger and larger.

For more information write to:

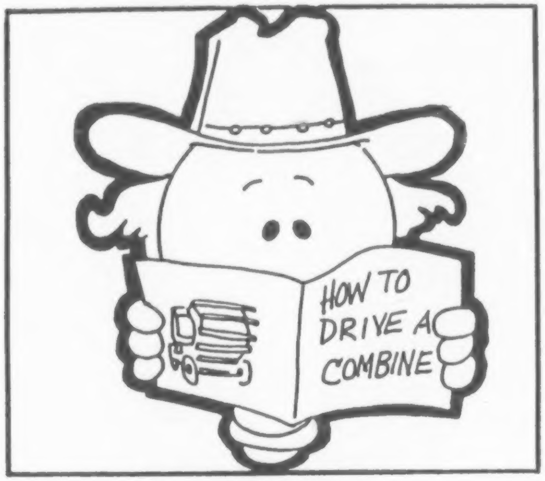
Careers In Agriculture And
Natural Resources
American Association Of Land
Grant Colleges And State
Universities
Washington, D.C.

U.S. Dept. Of Agriculture
Washington, D.C. 20250

Agriculture Director
America Bankers Assoc.
90 Park Avenue
New York, NY 10016

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 95
Career Field Code AFH


HOW TO DRIVE A COMBINE

Farm Machinery Operator

It's a BRIGHT IDEA!

THE JOB:

FARM MACHINERY OPERATOR operates machinery which plows, discs, plants and harvests crops.

What is it like to be a Farm Machinery Operator

Farm Machinery Operator hitch plows or discs to tractors. They drive tractors to furrow and grade soil. They drive tractors to plant, fertilize, dust and spray crops. They adjust speed cutters and blowers of harvesting machines. They attach harvesting machines to tractors. They grease and oil tractors and other machines.

How much can you make

Most earn $3.00 to $6.00/hour.

Hours of work

During planting and harvesting seasons you will work long days, 7 days/week.

To prepare for this job you should...

Like to work with machines. Work on a farm. Work outdoors.

High school courses that are helpful

Agriculture
Mathematics
Metal Shop
Auto Mechanics
Agri-Machinery Technology

Other training

While no formal training is required, it may prove very helpful in this job. This training would be available through some high schools and vocational technical centers.

If you want to be a Farm Machinery Operator you should

-Know that some operators buy there own farms.
-Plan to work long hours during growing season.
-Work well as your own boss.

Don't Forget

1. Working with farm machinery may be dangerous.
2. You must be able to run several types of farm machinery.

What does the future look like for this Job?

Promotion is limited. Operators may get into repair.

For more information write to:

Agricultural Director
America Bankers Assoc.
90 Park Avenue
New York, NY 10016

Farmers Home Administration
U.S. Dept. Of Agriculture
Washington, D.C. 20250

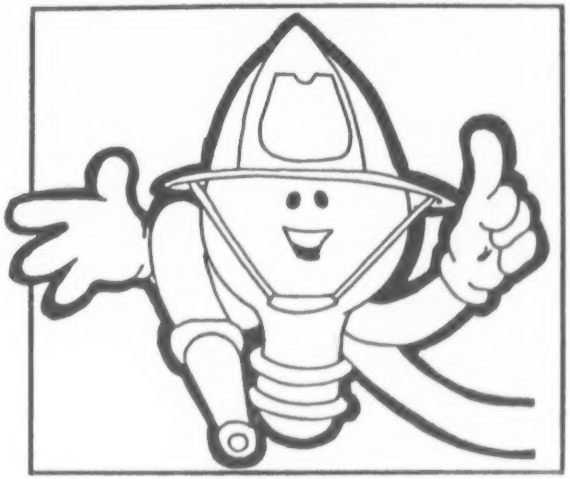
Farm Credit Aministration
Washington, D.C. 20578

Talk to some farmers in your community.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 96

Career Field Code SRV



Fire Fighter

It's a

BRIGHT

IDEA!

THE JOB:

FIRE FIGHTER give first aid to people rescued from drowning or they may get pet cats out of trees, but mostly....

What is it like to be a Fire Fighter

Each Fire Fighter in a city fire department has a particular job. He may be a hoseman, a ladderman, a truckdriver or a tillerman. Some Fire Fighters inspect buildings to make sure the owners obey fire safety rules. Each man must work closely with all the other Fire Fighters as a member of a team.

Some Fire Fighters work 10 hours during the day or 14 hours at night. Other Fire Fighters are on duty for 24 hours and then have 24 hours off. The work around a fire station includes cleaning and polishing equipment, practicing fire drills and standing watch at fire alarm stations. Fire Fighters have to be ready to go whenever the alarm sounds.

A Fire Fighter's work is very dangerous. He may be burned or choked by smoke and fumes. He may fall from a ladder or break through a burning floor. A fire is a hot place to work, but a Fire Fighter can get very wet and cold in the winter.

No matter how dangerous and uncomfortable the job is, a Fire Fighter has the satisfaction of saving lives and property.

How much can you make

Earnings Range:	$3.35 - $8.00/hour
Most Workers Earn:	$5.25 - $6.50/hour
Usual Starting Salary:	$3.35 - $3.50/hour

Volunteer Fire Fighters are paid for each fire run, usually $3.00 to $7.00 per run.

Hours of work

Fire Fighters work any hours of the day or night from 48 to 60 hours/week. Volunteer Fire Fighters only work during drills and actual fires.

To prepare for this job you should...

Finish your high school education.

High school courses that are helpful

Physics
Chemistry
Algebra
Geometry
Electric Shop
Mechanical Drawing
Building Trades

Other training

Military experience in fire fighting will help.

If you want to be a Fire Fighter you should

-Be able to take orders and you have to be able to give orders.
-Be calm in emergencies and able to make quick discisions.
-Be able to take responsibilities.
-Be strong, alert and very agile.
-Have good vision and hearing.
-Work well as a member of a team.
-Have a desire to serve others.
-Be able to tolerate waiting around for long periods.
-Be able to stand a lot of smoke and heat.
-Be able to follow instructions even at the risk of your own life.

Don't Forget

1. You may be expected to join a union.
2. On-the-job training takes three years if you are a full-time fire fighter.
3. Competitive tests are given for promotions.
4. Fire Fighters get health and accident insurance, sick leave, paid vacations, and retirement pay.
5. Fire Fighters are usually paid an allowance for uniforms.
6. Fire Fighters never stop studying and learning new ways to fight fires.

What does the future look like for this Job?

There will be about 500 openings per year for the next seven years for Fire Fighters in Florida.

For more information write to:

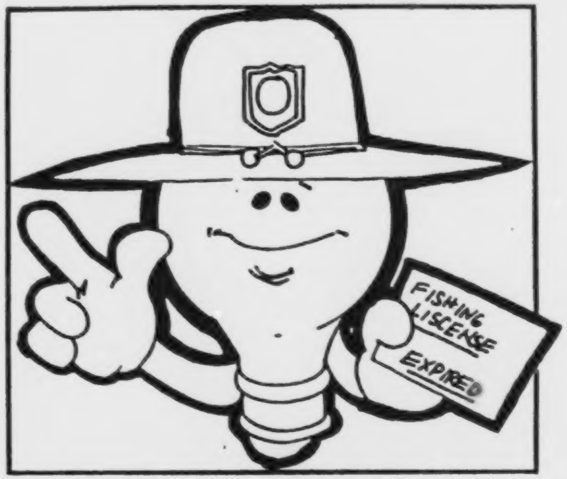
U.S. Dept Of Labor
Bureau Of Apprentice Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

National Fire Protection Assoc.
60 Batterymarch Street
Boston, Massachusetts 02110

International Association Of
Fire Fighters
1750 New York Avenue, NW
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 97
Career Field Code SRV



Fish and Game Warden

It's a

BRIGHT

IDEA!

THE JOB:

FISH AND GAME WARDENS manage hunting and fishing areas so they will stay clean and well-stocked year after year.

What is it like to be a Fish And Game Warden

Fish and Game Wardens do most of their work outdoors. Each warden usually has an assigned territory to patrol. In some areas the warden may travel by jeep or by boat. Sometimes a Fish and Game Warden files a light plane to patrol a large area. Many hours may be spent walking over areas that can't be covered any other way.

In many ways a Fish and Game Warden is like a police officer. Fish and Game Wardens can arrest people for fishing or hunting out of season. They can also arrest people for using illegal methods, such as dynamiting fish ponds. The wardens also check to see that people have hunting and fishing licenses.

Fish and Game Wardens take care of public lands. They examine wild animals to make sure they are healthy. They test water and soil for possible pollution. Fish and Game Wardens also check the animals' natural food supply to make sure they have enough to eat.

The job of a Fish and Game Warden can be very pleasant when the weather is nice. When the weather is bad, the warden may still have to work outside. Fish and Game Wardens have many chances to meet and talk with all kinds of people. People who violate fish and game laws can be just as unpleasant as any kind of criminal.

How much can you make

Earnings Range:	$4.00 - $9.30/hour
Most Workers Earn:	$5.25 - $7.50/hour
Usual Starting Salary:	$4.00 - $4.55/hour

Hours of work

Most Fish and Game Wardens work irregular hours. Evening and weekend work is often necessary during hunting and fishing seasons.

To prepare for this job you should...

Finish your high school education and discuss with your counselor or occupational specialist the advantages of attending a college or technical education center.

High school courses that are helpful

English
Biology
Geology
Other College Preparatory Courses

Other training

Two possible college majors are biology and zoology. If you decide not to attend a college, a course of study in forestry or park operations at a technical education center can help you prepare for a career as a Fish and Game Warden. If you can't attend a TEC school or a college you may still be able to get a job as a fish and game assistant.

If you want to be a Fish And Game Warden you should

-Like to work outside.
-Like wild animals.
-Be interested in preserving natural wildlife areas.
-Not mind doing much of your work alone.
-Be strong and healthy enough to work in all kinds of weather.
-Have good eyesight and hearing.

Don't Forget

1. If you start work as a fish and game assistant, it takes several years to qualify for promotion to Fish and Game Warden.
2. Even after 4 years of college, on-the job training may take another year or two.
3. Most Fish and Game Wardens are men.
4. State and Federal employees get paid vacations and holidays, retirement benefits, and group health and life insurance.

What does the future look like for this Job?

There aren't alot of openings in this occupation. You might find a job that is similar in federal agencies such as the Fish and Wildlife Service, the National Park Service, the Bureau of Indian Affairs, the Soil Conservation, the Corps of Engineers, and the Forestry Service.

For more information write to:

Fish and Wildlife Service
U.S. Department of the Interior
Washington, D.C. 20240

National Wildlife Federation
1412 16th Street, NW
Washington, D.C. 20036

EPA
U.S. Environmental Protection Agency
Washington, D.C. 20460

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 98

Career Field Code WAE

Floral Designer

It's a BRIGHT IDEA!

THE JOB:

FLORAL DESIGNERS grow, ship, and arrange flowers for all occasions.

What is it like to be a Floral Designer

Floral Designers provide decorative flowers for all occasions. They may work in retail shops selling directly to the public. They may be wholesalers who sell to retail shops. They may be growers who work outdoors or in greenhouses. Many wholesalers and retailers are also growers with their own greenhouses.

Growers are most concerned with the gardening part of the business. They must know when to plant so that flowers will be blooming in time for important holidays like Easter or Mothers' Day. They prepare the soil so it is best suited for each type of flower. They must know just how much water each type of plant needs. The temperture in a greenhouse must be carefully controlled. Growers must also learn ways to keep flowers fresh and healthy looking for as long as possible after they bloom.

In all parts of the business Floral Designers must keep careful records. They check their records each year to see when certain flowers are in demand. They check to see which flowers make the most profit. They check to see which flowers have cost the most in spoilage or damage. Only by constantly improving their methods of growing and handling flowers can Floral Designers keep prices low enough to attract customers.

How much can you make

Income depends on the size of the business, the management abilities of the Floral Designer, and whether the Floral Designer is a grower, wholesaler, or retailer. It is possible to make a good living in any part of the business.

Hours of work

Growers often keep 'farmers' hours (they work when the sun is up). Wholesalers and retailers usually work days, 35 to 40 hours/week. Busy seasons may require many extra hours. Holidays are busy seasons.

To prepare for this job you should...

Finish your high school education at least.

High school courses that are helpful

Bookkeeping
Business Mathematics
Biology
Physics
Chemistry
Art
Distributive Education

Other training

Area vocational centers and technical education centers offer courses in horticulture. Florist shops and greenhouses often hire students for part-time or temporary help in busy seasons.

If you want to be a Floral Designer you should

-Like flowers and growing things.
-Have some artistic talent for the retail business.
-Like to meet and talk with people if interested in wholesale or retailing.
-Prefer to work indoors for wholesaling or retailing and should not mind working outdoors part of the time for the flower growing business.
-Have a good memory and should not mind keeping a careful record of your work.
-Be willing to work at running a business in addition to work with flowers.

Don't Forget

1. Retailing takes both artistic talent and business abilities; wholesaling takes mostly business abilities; and flower growing takes both business and farming ability.
2. Many schools offer degrees in floral design. The Society of American Florists will send you a list of them.
3. The Floral Designer business is seasonal. They either have more business than they can handle or bardly any business at all.
4. College studies in floriculture, business management, and floral design can help success come easier in any phase of the business.
5. Retailers' shops are in cities and towns.

What does the future look like for this Job?

Employment in this occupation changes from time to time. It depends on the ups and downs of the economy.

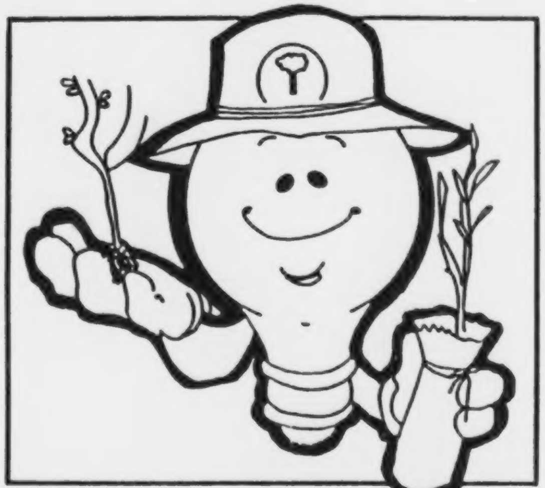
For more information write to:

Society of American Florists and
Ornamental Horticulturists
901 North Washington Street
Alexandria, Virginia 22314

Wholesale Florist & Florist
Suppliers of American, Inc.
Box 7308, 5313 Lee Hwy.
Arlington, VA 22207

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 99
Career Field Code NSM



Forester

It's a

BRIGHT

IDEA!

THE JOB:

Foresters study to manage forests for lumber production as well as recreation and wildlife refuges.

What is it like to be a Forester

Most Foresters do a lot of their work indoors. Many experienced Foresters hardly ever do any work in a forest. Work is done in offices and laboratories. If your interest is living and working in the forest, you should also read the preview script titled Forester Aide.

A Forester is a scientist. Many new methods are being used to manage our forests. The problem is to have enough forests for wildlife, camping, and for lumber now, and in the future. Foresters use photographss taken by satellites and airplanes to study forests. They may use computers to help them plan timber harvests and replanting programs.

A Forester must be familiar with many different subjects. Dendrology is the study of trees, their differences, where they grow, and how they grow. Forest ecology is the study of how each thing in the forest affects everything else in the forest. Silviculture is the art of growing and caring for forests like a farmer grows and cares for other crops. There are many other subjects like these in forestry. Most Foresters specialize in one particular subject, but they all have to know something about the forestry subjects outside their own specialties.

Most Foresters work for private companies, logging companies, paper companies, and lumber companies. Other Foresters work for government agencies.

How much can you make

Earnings Range:	$11,350 - $19,000/year
Most Workers Earn:	$13,500 - $16,300/year
Usual Starting Sarlary:	$11,500 - $12,500/year

Hours of work

Most Foresters work 40 hours/week, Monday through Friday.

To prepare for this job you should...

Finish your high school education with plans to attend a four-year school or forestry at a college or university.

High school courses that are helpful

High school courses that will help you are: the college preparatory courses recommended by your counselor or occupational specialist with extra studies in chemistry and biology.

Other training

You may be able to find a summer job as a forestry aide or a fire lookout while you are still in school.

If you want to be a Forester you should

-Like to work other people.
-Like to work outdoors, but you should not mind working indoors.
-Be able to figure out what work needs to be done without a 'boss' to tell you.
-Be very patient, since it may take many years for a Forester to see the results of his work.
-Like to study and to do research projects.

Don't Forget

1. To get a job with a government agency you will have to take a civil service examination.
2. Most employers offer paid holidays, vacations, retirement plans, group insurance, and travel allowances for field trips.
3. You can get a list of forestry schools from the Society of American Foresters.
4. After graduation from college, most Foresters will work for a short time 'in the field' before they are ready to supervise forestry aides or technicians.

What does the future look like for this Job?

There will be about 45 openings per year for the next 7 years for Foresters in Florida.

There is a competition for job openings.

For more information write to:

Society of American Foresters
1010 16th Street NW
Washington, D.C. 20036

American Forest Institute
1619 Massachusetts Avenue, NW
Washington, D.C. 20036

American Forestry Association
1319 18th Street
Washington, D.C. 20036

U.S. Department of Agriculture
Forest Service
Washington, D.C. 20250

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW #: 100

Career Field Code: AFH

Forester Aide

It's a

BRIGHT

IDEA!

THE JOB:

A FORESTER AIDE helps foresters and rangers take care of our forests and wilderness areas.

What is it like to be a Forester Aide

A Forester Aide works in the woods. Forester Aides, also called Forestry Technicians, work to save and improve our forests and wilderness areas. They trim trees and mark mature trees for harvest. They help scientists find new ways to improve the health of trees and protect them from fire and insects. Forester Aides also plan and survey campgrounds and parks, build shelters, and mark trails.

A Forester Aide may hike and camp for weeks at a time doing survey and sampling work. At other times Forester Aidess may spend weeks in a lab or at an experimental planting area. They may help fight forest fires. A Forester Aide who works in a national forest or park may also have to supervise tourists' camping areas.

Most Forester Aides work for government agencies such as the U.S. Forest Service, the Bureau of Land Management, the Soil Conservation Service, or the National Park Servic. Some Forester Aides work for private logging companies.

How much can you make

Earnings Range:	$3.35 - $8.00/hour
Most Workers Earn:	$3.60 - $7.00/hour
Usual Starting Salary:	$3.35 - $3.75/hour

Hours of work

Most Forester Aides may work irregular hours.

To prepare for this job you should...

Finish your high school education.

High school courses that are helpful

English (grammar and spelling)
Mathematics
Mechanical Drawing
Biology

Other training

You should study forestry at a technical education center or ranger school (1 or 2 year course). You should get a list of ranger schools from the Society of American Foresters.

If you want to be a Forester Aide you should

- Like hiking and camping.
- Work well as part of a team.
- Have a strong interest in proper land management and conservation.
- Be able to follow orders well.
- Be patient in dealing with inexperienced people.
- Be able to work without someone around to 'check up' on you.

Don't Forget

1. To get a job with a government agency, you must take civil service exam and you must be a U.S. citizen.
2. If you do not take forestry courses after high school you cannot start training as a government Forester Aide until you get two years of related experience such as planting trees or fighting forest fires.
3. Government jobs offer paid vacations and holidays, retirement plans, group insurance, and free training programs.

What does the future look like for this Job?

The urgent need for forest management has created a great demand for well-trained Forester Aides. By taking advantage of government sponsored training programs, a Forester Aide can become a forester or a ranger or a fish and game preserve manager.

For more information write to:

Society of American Foresters
1010 16th Street, NW
Washington, D.C. 20036

Forest Service, USDA
121 H. Independence, S.W.
P.O. Box 2417
Washington, D.C. 20013

American Forest Institute
1619 Massachusetts, Ave., N.W.
Washington, D.C. 20036

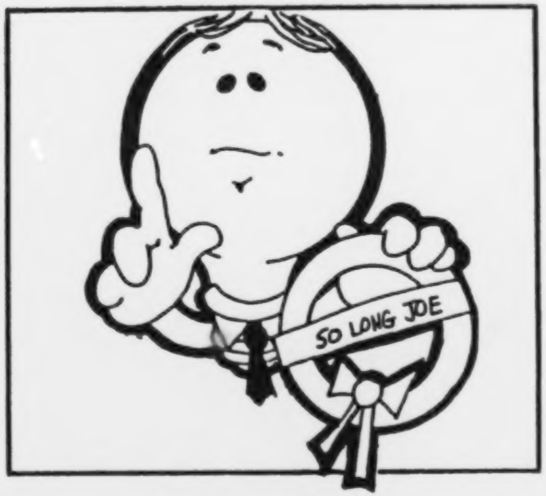
U.S. Department of Agriculture
Forest Service
Washington, D.C. 20250

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 101

Career Field Code AMB



Funeral Director

It's a

BRIGHT

IDEA!

THE JOB:

FUNERAL DIRECTORS make arrangements for and conduct funerals.

What is it like to be a Funeral Director

The duties of the Funeral Director begins when they are notified of a death. They immediately arrange for the body to be taken to the funeral home. The Director may move the body himself or have an assistant to do so.

As soon as possible, they obtain from the family information necessary for the death certificate, which will be filed for the obituary notice. The Funeral Director then makes an appointment with the relatives to discuss what type of service and burial will be held, helps the family select a casket and purchase a cemetery plot, advises them on social security, insurance and other claims if they have not already obtained legal counsel on these matters.

The Funeral Director carries out all arrangements. These may include opening a grave in the family plot, notifying pallbearers, selecting clothing, notifying the newspaper and organizations to which the deceased belonged, and contacting the clergyman and organist.

During the service and before, the Director greets the members of the family and friends and is on hand to see that the entire service runs as smoothly as possible. They provide transportation for the family and pallbearers if necessary.

How much can you make

Most earn $20,000 to $25,000/year as managers. Earnings can be much more if you own the funeral home.

Hours of work

You may work long irregular hours. You may be on call 24 hours/day.

To prepare for this job you should...

Like to work as part of a team. Be prepared to go to school and get a degree in Mortuary Science.

High school courses that are helpful

Mathematics
Personal Grooming
Business
Sales
Distributive Education
Chemistry
Art

Other training

A degree in Mortuary Science is required. This can take from 2 to 4 years to complete. You will study everything from restoration art to human physiology to embalming.

If you want to be a Funeral Director you should

-Know that you may have to work with very sad people.
-Know that you may be exposed to contagious diseases.
-Plan to get a license to practice this trade.

Don't Forget

1. You must be very stable emotionally.
2. You may start as an embalmer and move up to assistant manager, personnel director or become an owner.

What does the future look like for this Job?

Larger cities represent the best chances for employment. Many small funeral homes are family owned.

Many directors are needed each year to replace those who have retired or left the occupatin for other reasons.

For more information write to:

Florida State Board of Funeral
Directors and Embalmers
111 East Coastline Drive, Room 509
Jacksonville, Florida 32202

Associated Funeral Directors Assn.
Box 7476, 810 Stratford Avenue
Tampa, Florida 33603

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 102
Career Field Code MHE

TRASH MEISTER

Garbage Collector

It's a

BRIGHT

IDEA!

THE JOB:

GARBAGE COLLECTORS work for city sanitation departments or private garbage collection companies. They always work in and around cities and towns.

What is it like to be a Garbage Collector

Garbage Collectors work outside in all kinds of weather. They usually start work very early in the morning. They work until they finish the work scheduled for the day. Garbage Collectors usually finish a day's work early in the afternoon. Bad weather sometimes makes the job take longer. Garbage Collectors may go to a different part of the city each day of the week, but they usually go back to the same places on the same day every week.

Garbage Collectors have to be strong. They lift many heavy cans of garbage to dump them into the truck. Some cans may weigh 100 pounds and even the small cans feel heavy by the end of the day. In some parts of a city rats may get into the garbage cans. A Garbage Collector may have to bang the cans around early in the morning to scare the rats away.

Garbage Collectors walk more than they ride. The truck usually moves slowly down the street while the Garbage Collectors walk from house to house emptying the cans. After the truck is full the Garbage Collectors climb on and ride to the city dump where the truck is emptied.

How much can you make

Earnings Range:	$3.35 - $8.68/hour
Most Workers Earn:	$3.60 - $5.25/hour
Usual Starting Salary:	$3.35 - $3.75/hour

Hours of work

Most Garbage Collectors work days, 40 hours/week.

To prepare for this job you should...

You don't always need a high school education to get a job as a Garbage Collector, but it will help you get promoted later on.

High school courses that are helpful

Physical Education
Reading
Basic Mathematics

Other training

Most training is done on-the-job.

If you want to be a Garbage Collector you should

-Like to work outside.
-Not mind bad smells.
-Be strong and should enjoy work that lets you use your muscles.
-Not be afraid of rats or bugs.
-Be able to work as part of a team.
-Like doing the same work over and over.

Don't Forget

1. You may not be able to get a job as a Garbage Collector until you are at least 18 years old.
2. You may have to buy your own work clothes, gloves, and boots.
3. Some companies offer paid vacations and holidays for Garbage Collectors.
4. Some companies pay part of the cost of life and health insurance.

What does the future look like for this Job?

As cities and suburbs grow in Florida the demand for Garbage Collectors will steadily increase. The work and the pay is steady all year round. A Garbage Collector may be promoted to truck driver. A Garbage Collector who saves enough money to buy a truck may start his own garbage collection business.

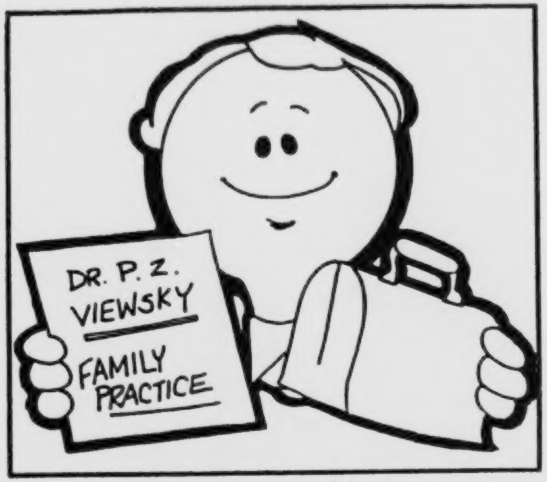
For more information write to:

National Solid Wastes
Management Assn.
Public Affairs Director
Suite 930
1120 Connecticut Ave., N.W.
Washington, D.C. 20036

American Trucking Ass., Inc.
1616 P Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 103
Career Field Code HDT



General Practitioner

It's a BRIGHT IDEA!

THE JOB:

A GENERAL PRACTITIONER diagnoses and treats human illnesses, disabilities and injuries. They use medicine and surgery in the care of their patients.

What is it like to be a General Practitioner

Physicians examine patients. They order or execute various tests. They analyze reports and findings of tests. They diagnose condition of the patient. They administer or prescribe treatments and drugs. The Osteopathic Physician uses manipulative therapy in addition to these.

Physicians innoculate and vaccinate patients. They advise patients concerning diet, hygiene and methods for preventing disease. They provide prenatal care. They deliver babies. They report births, deaths, and outbreak of contagious diseases. They make emergency calls.

How much can you make

Earnings Range:	$13,000 - $120,000/year or more
Most Workers Earn:	$29,000 - $ 35,000/year
Usual Starting Salary:	$13,000 - $ 16,000/year

Hours of work

Always on call for emergencies.

To prepare for this job you should...

Finish high school with plans to attend at least 8 more years of school and at least 1 year of internship.

High school courses that are helpful

Chemistry
Physics
Anatomy
Biology
Mathematics
You also need all the basic courses that your counselor or occupational specialist recommends for admission to college.

Other training

There are important considerations for being admitted to medical school. First, is the student's grades in pre-medical school; second, is the student's personal character and, third, is the student's score on the Medical College Admission Test (MCAT).

If you want to be a General Practitioner you should

-Not mind giving up sleep and leisure when your medical services are needed.
-Think and act quickly.
-Not mind being a student for life.
-Be self-disciplined.
-Not mind exposure to infection, nervous exhaustion and long, irregular hours.

Don't Forget

1. You must keep a patient's medical problems confidential.
2. You must keep up with new research and discoveries.
3. A license is required. In order to get a license, you must pass the State Board Medical Examination, the National Board Medical Examination (certified in 25 states) or the Federation State Medical Exam (recognized in 50 states).
4. Membership in American Medical Association may be expected.

What does the future look like for this Job?

The job outlook for Doctors is excellent. Many more doctors will be needed to serve the growing population.

For more information write to:

Association of American Medical
Colleges
Suite 200
One Dupont Circle, N.W.
Washington, D.C. 20036

Veterans Administration
Washington, D.C. 20036

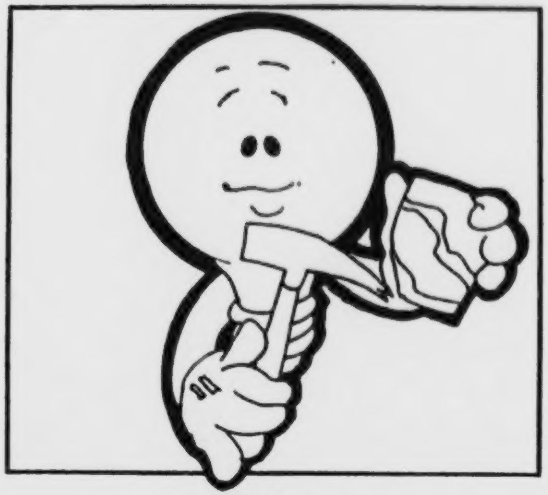
Office of Related Health Profession
American Medical Assoc.
535 N. Dearborn Street
Chicago, Illinois 60610

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 104

Career Field Code NSM



Geologist

It's a

BRIGHT

IDEA!

THE JOB:

GEOLOGISTS study the earth and other bodies in the solar system.

What is it like to be a Geologist

Geologists are earth scientists. They study the structure and composition of the earth. Some spend part of their time in laboratories and part outdoors. Many work outside all year round in almost any kind of weather.

There are many specialties in geology. Engineering Geologists study locations for buildings, dams, highways and other construction. Petroleum Geologists explore for oil and natural gas deposits. Mineralogists study the study the chemical and physical structure of minerals. They make reports and maps of where certain minerals are found. They study ways to identify and use various minerals. Ground-water geologists study underground reserves. They study the movement and rate of replacement of ground water. Marine Geologists study the ocean floor. Astrogeologists study meteorites, the moon, and other bodies in the solar system. Other Geologists specialize in the study of fossils, volcanos, seashores, glaciers, mines, aerial photography, and mathematical or computer geography.

Geologists use a wide variety of hand tools, machines, and labortory equipment. They may examine samples by eye, with a hand lens, or an electron microscope.

All Geologists spend a lot of time writing reports. They also spend much time reading other Geologists' reports.

How much can you make

Earnings Rnage:	$200 - $550/week and above
Most Workers Earn:	$280 - $370/week
Usual Starting Salary:	$200 - $300/week

Your salary will depend on the degree you have.

Hours of work

Geologists in laboratories may work 40 hours/week or more. On field expeditions Geologists often work whenever daylight and weather conditions permit. Many night hours may be spent writing or studying.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

English
Mathematics
Physics
Chemistry
Biology
Mechanical and Freehand Drawing
Foreign Language
Other College Preparatory Courses

Other training

A bachelor's degree in geology (4 years of college) will probably not be enough to get a professional job as a Geologist. Most employers require at least a master's degree (1 or 2 more years of college) and many prefer the PH.D. (advanced, original work in geology).

If you want to be a Geologist you should

-Enjoy hiking and camping (backpacking).
-Like to travel.
-Be physically fit and well-coordinated.
-Be interested in nature and science.
-Have patience and the ability to stay with a difficult job until it is finished.
-Be able to work accurately in uncomfortable conditions.
-Notice details.
-Write well and should be good at explaining your work to others.
-Be willing to spend many years studying in school and afterward.

Don't Forget

1. Reading ability in a foreign language is required for an advanced degree in geology.
2. Over 60% of all Geologists in the United States are employed by oil companies and mining companies.
3. Many Geologists work for the Federal Government.
4. Some Geologists (a small percentage) are mostly involved in laboratory work, writing and teaching.
5. Many Geologists spend much of their time hiking and camping in all kinds of wilderness areas, others spend much time at sea.

What does the future look like for this Job?

Employment opportunites for Geologists with only a bachelor's degree are poor. Even with advanced degrees, most Geologists start work as field or laboratory assistants. Promotions usually come rapidly with experience and proven ability. The current demand for research and development in natural resources has increased the national demand for Geologists. Locally the demand is very low, however.

For more information write to:

American Geological Institute
2201 M Street, NW
Washington, D.C. 20037

United States Dept. of Interior
Geological Survey
Reston, VA 22092

United States Dept. of
Energy
P.O. Box 62
Oak Ridge, TN 37830

Society of Mining Engineer
of AIME
Caller No. D
Littleton, CO 80123

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 105

Career Field Code AFH

PRO GREEN
18
FERTILIZER

Greenskeeper, Golf

It's a BRIGHT IDEA!

THE JOB:

A GOLF GREENSKEEPER makes sure the greens are green, fairways fair, sand-traps sandy, and the roughs just rough enough.

What is it like to be a Golf Greenskeeper

A Golf Greenskeeper does most of his work outside. The Greenskeeper is in charge of work crews that take care of the gulf course, and they help to enforce the rules of the golf course.

A Greenskeeper must be an expert at growing and caring for grass. The Greenskeeper must be able to choose the best grass for the putting greens and for the fairways. Sometimes, several kinds of grass must be mixed to stand up to heavy traffic in all kinds of weather. The Greenskeeper has to know when to use fertilizer and how much to use. He also has to know what kind of fertilizer to use on each type of grass.

A Golf Greenskeeper must do a lot of office work, too. He must plan work schedules, hire new employees, and decide which workers deserve raises.

The Greenskeeper may also have a lot of contact with golfers. Golfers can be very hard to please. If the course, is in bad shape, they will play somewhere else. If maintenance crews get in their way, those golfers will play somewhere else, too. A course that is in good condition attracts a lot of golfers. The Greenskeeper who does a good job in spite of the problems can make a lot of money and friends, too.

How much can you make

Earnings Range:	$22,000 - $44,000/year at large country club
Most Workers Earn:	$18,000 - $22,000/year
Usual Starting Salary:	$10,000 - $12,200/year for assistants.

Hours of work

Most Golf Greenskeepers average about 40 hours a week. They may work extra hours in busy seasons. They may work some weekends but most of the maintenance work is done on weekdays when there aren't as many golfers on the course.

To prepare for this job you should...

Finish your high school education.

High school courses that are helpful

English
Business Mathematics
Chemistry
Biology
Economics

Other training

You should take courses in turf maintenance or horticulture at an area vocational center while you are still in high school.
You may be able to study golf course management at a technical education center.
A summer job with a golf course maintenance crew is very good experience.

If you want to be A Golf Greenskeeper you should

-Like to work outside.
-Be strong and healthy enough to work outside in all kinds of weather.
-Like to work with other people.
-Be able to give instructions so they are easy to follow.
-Have a lot of patience.
-Be willing to spend a couple of years using your muscles and taking orders while you learn enough to use your brains and give the orders.
-Not mind doing some office work such as writing reports, planning work schedules, and balancing budgets.

Don't Forget

1. Many Golf Greenskeepers start work as laborers and work their way up through manitenance foreman to superintendant.
2. The more training and experience you have, the faster you will rise to the position of Golf Greenskeeper.
3. Even a busy Greenskeeper can usually find time for a free round of golf.
4. A Greenskeeper can get some real bargains on golf equipment.
5. Most employers offer profit sharing, paid vacations, group insurance, and retirement plans.

What does the future look like for this Job?

Florida golf courses are growing in number. These golf courses are looking for people to take proper care of the grounds.

Other management positions open to qualified turfgrass management technicians are: landscape foreman, park superintendant, and estimator. There are also opportunities to start your own business as a landscape contractor commercial sod grower, or turfgrass consultant.

For more information write to:

National Parks Association
1701 18th Street, NW
Washington, D.C.

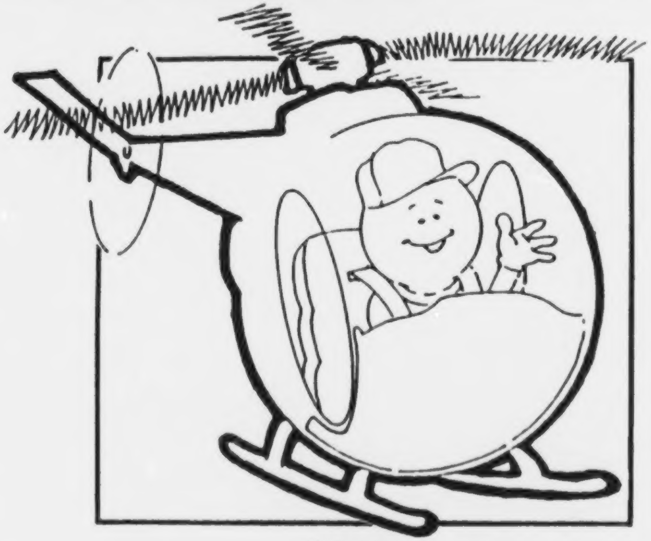
The Professional Golfers
Assoc. of America
Box 12458
Federal Highway
Lake Park, Florida 33403

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 106

Career Field Code TMM



Helicopter, Pilot

It's a

BRIGHT

IDEA!

THE JOB:

A HELICOPTER PILOT carries cargo and passengers in a helicopter.

What is it like to be a Helicopter Pilot

Helicopter Pilots monitor flight and engine instruments. They maintain air-to-ground radio communications. They navigate and determine flight plans of helicopters. They supervise other crew members.

Helicopter Pilots do minor repairs and maintenance work on the helicopter. They fly the helicopter.

Some work for hospitals or businesses.

How much can you make

Much depends on the company you work for and the type of work that you do. Some can earn from $17,000 to $40,000/year.

Hours of work

Some work part-time. Some emergency work requires you to be on call 24 hours/day.

To prepare for this job you should...

Get a pilot's license. Know that the military is a good place to train to become a pilot. Be in good physical health. Be able to work under stress.

High school courses that are helpful

Mathematics
Trigonometry
Physics
English

Other training

Most employers like to hire Pilots with at least 2 years of college or those who have had training in the military. You need 200 hours of flight time plus you must pass a written test to qualify as a Helicopter Pilot.

If you want to be a Helicopter Pilot you should

-Take a ride in a helicopter to see if you would like it.
-Be able to work in emergencies.
-Plan on going into the military.
-Be able to pass a written test.

Don't Forget

1. Opportunities are limited for advancement.
2. You could become an instructor.

What does the future look like for this Job?

The opportunities are stable right now. More and more hospitals are putting in emergency helicopter ambulances so this may improve the job picture some.

For more information write to:

Air Transport Assoc. Of America
1709 New York Avenue, N.W.
Washington, D.C. 20006

Helicopter Assoc. Of America
Suite 430
111 Vermont Avenue, N.W.
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 107
Career Field Code TLC

HOUSE
KEEPING
AND
BUDGET
ADVENTURE

Home Economist

It's a BRIGHT IDEA!

THE JOB:

A HOME ECONOMISTS work in jobs related to home and family living.

What is it like to be a Home Economists

Home Economists work in occupations that deal with home and family living. Home Economics offers many opportunties to help people live more comfortably and in better health. Jobs are available in teaching, research, production, marketing and management.

Home Economists may have artistic careers. Some develop ways of arranging and decorating homes and offices. They may have jobs such as advertising artists, display designers, and furniture designers.

Home management is a common specialty. Home Economists may help families prepare budgets. They may collect credit information for families or businesses. Some help plan public housing projects.

Some study family relations and child development. Their research may be in education. Many become social workers or youth counselors. Others study food and nutrition. They often work as dietitions or food chemists. Some write recipes and cookbooks. Many Home Economists operate businesses. Some are hotel or restaurant managers. Others make market surveys for manufacturers and retailers. Textile and Clothing industries hire some Home Economists. They may design new patterns for fabrics, become fashion designers or write fashion columns for newspapers and magazines. Home Economists also work with the handicapped.

How much can you make

Salaries vary widely according to the level of responsibility and area of specialization of a Home Economist.

Hours of work

Home Economists work in occupations that offer work schedules from 30 hours a week up to as many hours per week as one is willing to work. Part-time and evening work is usually available.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

High school courses that will help you are those recommended by your guidance counselor or occupational specialist to prepare you for entrance to a college or university.

A high school home economics or homemaking course can give you some introduction to the field.

Other training

The basic educational requirement for a career in home economics is a bachelor's degree (4 years of college) in home economics or a related field.

If you want to be a Home Economists you should

-Like to meet and talk with other people.
-Be able to follow instructions well.
-Be good at explaining your ideas to others.
-Enjoy scientific study.
-Write and speak well.
-Work well as a member of a team.
-Be sensitive to the wants and needs of others.

Don't Forget

1. The variety of career opportunities in home economics allows a wide range of choices in job benefits and working conditions.
2. Supervisory positions and college teaching jobs often require at least a master's degree (1 or 2 additional years of college).
3. Some one and two-year programs in technical education centers and area vocational centers can prepare you for a limited number of jobs related to home economics.

What does the future look like for this Job?

Nationally the demand is expected to remain high during the 1980's. Greatest demand will probably be in teaching. Promotions usually depend on educational background, experience, and proven ability. Positions will be available in related jobs.

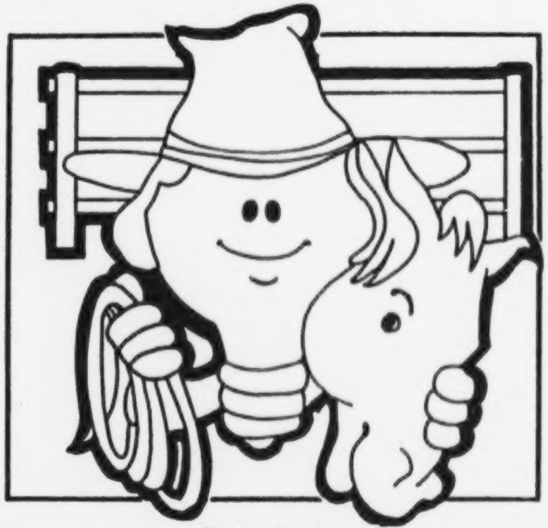
For more information write to:

American Home Economics Assoc.
2010 Massachusetts Avenue, NW
Washington, D.C. 20036

Extension Service
U.S. Dept. Of Agriculture
Washington, D.C. 20250

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 108
Career Field Code AFH



Horse Trainer

It's a

BRIGHT

IDEA!

THE JOB:

A HORSE TRAINER rides and walks race horses before and after a race. They may also train show horses or work horses.

What is it like to be a Horse Trainer

Horse Trainers train horses and get them into good shape. They keep up the condition of the horse and watch out for problems.

Horse Trainers are also in charge of feeding and cleaning the horses.

How much can you make

Earnings Range:	$3.35 - $10.00/hour or more
Most Workers Earn:	$5.60 - $ 7.50/hour
Usual Starting Salary:	$3.35 - $ 4.75/hour

Hours of work

Hours will vary depending on the stable.

To prepare for this job you should...

Finish high school.

High school courses that are helpful

Science
Agriculture

Other training

Most training is on-the-job.

If you want to be a Horse Trainer you should

-Like to work with animals.
-Like to do the same things every day.
-Like to work alone.

Don't Forget

Horse Trainers are expert horse riders. Sometimes Horse Trainers are only needed at certain times of the year.

What does the future look like for this Job?

The need for Horse Trainers should stay the same.

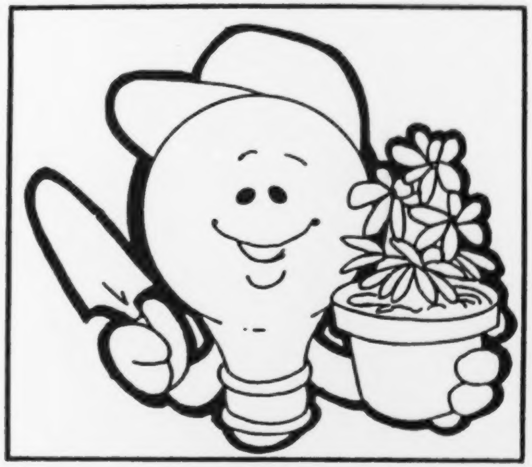
For more information write to:

United States Trotting Association
750 Michigan Avenue
Columbus, OH 43215

American Horse Council
1700 K Street, N.W.
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 109
Career Field Code AFH



Horticultural Specialty Grower

It's a BRIGHT IDEA!

THE JOB:

A HORTICULTURAL SPECIALTY GROWER grows shrubs, cut flowers, or flowering bulbs in large amounts for sale to retail nurseries, stores, or florist shops. The Horticultural Specialty Grower is a business person as well as a farmer.

What is it like to be a Horticultural Specialty Grower

A Horticultural Specialty Grower decides what, when and how much to plant. They operate farm machinery. They bud or graft new plants.

The Horticultural Specialty Grower directs the work of others. They keep records of wages and work hours.

The Grower also sells products. They may grow grain crops in rotation with flower crops. The Grower may also develop new colors and types of flowers.

How much can you make

You may earn up to $6.00/hour. Owners of flower growing establishments earn much more.

Hours of work

You may work long hours during growing season.

To prepare for this job you should...

Really love growing flowers. Like to work with science. Be able to work outdoors in all types of weather. Know a lot about plants and flowers.

High school courses that are helpful

Biology
Agriculture
Horticulture
Business Classes

Other training

Some can even earn a 4 year degree. Most training can be either on the job or through a vocational technical program or community college program.

If you want to be a Horticultural Specialty Grower you should

-Plan to spend a lot of time outdoors.
-Know when the best time is to plant and pick your flowers.
-Know that the weather can affect your projects.

Don't Forget

1. There is some danger working with pesticides and fertilizers.
2. It is important to read and keep up with new developments in business.

What does the future look like for this Job?

Most job openings are for helpers. Some open their own businesses.

For more information write to:

University Of Florida
Ornamental Horticulture Dept.
2543 HS - PP Building
Gainesville, Florida 32611

American Society For Horticulture Science
1401 Wilson Boulevard
Arlington, Virginia 22209

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 110
Career Field Code NSM

Horticulturist

It's a

BRIGHT

IDEA!

THE JOB:

A HORTICULTURIST is a scientific gardener who works to improve orchard and garden plants.

What is it like to be a Horticulturist

A Horticulturist may work as a scientist, a teacher, a professiosnal consultant, or as a commercial grower. They may specialize as an Olericulturist (vegetable gardening specialist), a Citriculturist (specialist in citrus fruits), a Floriculturist (specialist in flower culture), a Pomologist (fruit specialist), a Nursey Manager (specialist in nursey propagation and production, landscape design, planting and maintenance, and retail sales), or as an Arborist (tree specialist).

Some Horticulturists work as Lawn Specialists and are concerned with turf production and maintenance for homeowners, industry, park commissioners, and cities. They may also be golf course and cemetery maintenance consultants.

City foresters plant and maintain trees and shrubs along city streets and in parks, working to improve the ecology of their city. They may also be directors of public and botanical gardens.

Other Horticulturists develop new varieties of food plants. They develop varieties suited to mechanical planting and harvesting, run tests for the hardiness, use and adaptability of various plants valued for their ornamental or nutritional value, and may study plant pests and diseases and their control, and attempt to develop disease-resistant strains.

How much can you make

You can earn from $10,000 to $13,000/year to start. Many earn from $18,000 to $24,000/year.

Hours of work

Usually 40 hours/week. Extra work is often necessary during growing seasons.

To prepare for this job you should...

Like to garden and grow things. Join a garden or botanical club.

High school courses that are helpful

Biology
Chemistry
Agriculture
Bookkeeping
Technical Drawing
Accounting
Typing
Other College Preparatory Courses

Other training

You should plan to get a 4 year degree and work on the job. This will qualify you to work in a supervisory capacity.

If you want to be a Horticulturist you should

-Plan to go to college for at least 2 years.
-Know that you have an opportunity to help mankind.
-Like being outdoors in all types of weather.

Don't Forget

1. You may work as a scientist, teacher or work in research.
2. Some even work for the national and state park service.

What does the future look like for this Job?

More and more people are entering this type of field so competition may be getting tougher. Available jobs increase with the population growth. The number of jobs should grow in all areas as the search continues for new methods of increased land use.

For more information write to:

American Institute Of Biological Sciences
1401 Wilson Blvd
Arlington, VA 22209

University Of Florida
Ornamental Horticulture Dept.
2543 NS-PP Building
Gainesville, Florida 32611

American Society Of Horticulture Science
National Center For American Horticulture
Mt. Vernon, Virginia 22121

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 111
Career Field Code AMB

INPATIENT
ACCOUNTS

Hospital Administrator

It's a BRIGHT IDEA!

THE JOB:

A HOSPITAL ADMINISTRATOR directs all facets of the operation of a hospital.

What is it like to be a Hospital Administrator

Hospital Administrators develop or expand the programs and services offered in the hospital. They plan the budget, supervise the accounting, and establish the fees that are charged. They direct the hiring and training of personnel.

Hospital Administrators direct the activities of medical, nursing, and administrative staffs. They talk to the news media, speak to civic groups. They plan additions. They carry out the policies of the Board of Directors.

They usually have nice, large offices. Some travel may be required to attend conferences.

How much can you make

Most earn $20,000 to $35,000/year. Many large hospitals pay their Administrators $50,000/year.

Hours of work

Often you will work long hours to settle disputes and to handle emergencies.

To prepare for this job you should...

Have an ability to work well with doctors, nurses and other personnel. You have to be a good manager of time and money. Plan to get at least a 4-year degree in business or hospital administrator.

High school courses that are helpful

Business
Health
Mathematics
Science
Other College Preparatory Classes

Other training

Most employers prefer to hire Administrators with at least a master's degree. You can start as assistant manager with a 2 or 4 year degree and move up with experience.

If you want to be a Hospital Administrator you should

-Plan to finish high school and go to college.
-Be a good judge of character
-Know that an advanced degree will help your chances for a job.

Don't Forget

1. Managing a hospital is a big responsibility.
2. You may have to travel some.
3. You will spend many hours in meetings.

What does the future look like for this Job?

There are more and more hospitals opening all the time. They need good hospital management people. But the number of graduate programs has increased recently, so it will become more difficult to get a position in top management.

For more information write to:

Health & Hospital Administration
Box J-164
University Of Florida
Gainesville, Florida

American College Of Hospital Administrators
840 N. Lake Shore Drive
Chicago, Illinois 60611

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 112

Career Field Code CLE

INSURANCE
HOSPITALIZATION

Hospital Admitting Clerk

It's a BRIGHT IDEA!

THE JOB:

A HOSPITAL ADMITTING CLERK interviews incoming patients, gets their required information and assigns them to a patient's room.

What is it like to be a Hospital Admitting Clerk

Hospital Admitting Clerk interview patients or their representatives to obtain and record name, address, age, religion, persons to call in case of emergency, attending physician, and an individual or insurance company that will pay the bill.

They explains hospital regulations such as visiting hours, payment of accounts, and schedule of charges.

They assigns the patient to a room or ward and takes or arranges for someone to take the patient to the room.

Hospital Admitting Clerks type admitting reports and send them to the proper departments. They obtain signed statements from patients to project the hospitals' interest. They put together data for occupancy and census records. They store patient's valuables.

How much can you make

Generally you will earn from $3.50 to $5.00/hour.

Hours of work

Usually 40 hours/week. You may work nights and weekends.

To prepare for this job you should...

Volunteer to work in a hospital. Be good and accurate at recording information.

High school courses that are helpful

Typing
Office Practices
Secretarial Science

Other training

Your most helpful training is given on the job but a clerical or secretaria program would be helpful.

If you want to be a Hospital Admitting Clerk you should

-Be able to make good decisions.
-Be friendly and personable to people coming into the hospital.
-Be willing to work nights and weekends.
-Know about different insurance forms.

Don't Forget

1. Qualified people usually receive scheduled pay raises.
2. Some become secretaries.
3. Secretarial courses will be very helpful.

What does the future look like for this Job?

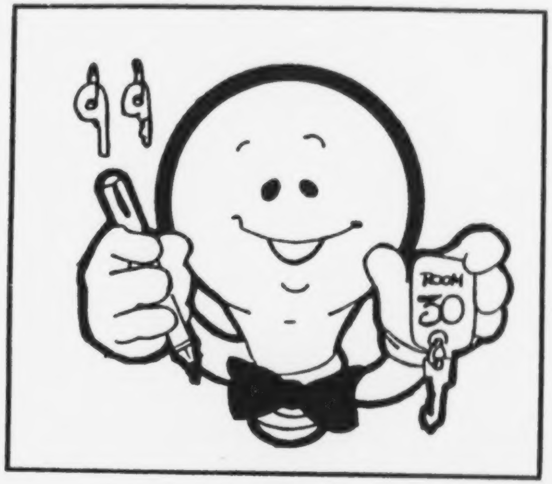
There is generally a turnover of people in this job. There is a need for qualified workers in this field.

For more information write to:

Talk to an admitting clerk in your local hospital.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 113
Career Field Code CLE



Hotel Clerk

It's a BRIGHT IDEA!

THE JOB:

A HOTEL CLERK registers guests, assigns rooms and provides information to make the guests' visits more pleasant and comfortable.

What is it like to be a Hotel Clerk

A Hotel Clerk works at the reservation desk of a hotel. A modern hotel is a very comfortable place to work. Most hotel lobbies have thick carpets, good lighting and draperies. They also have good heating and air-conditioning systems.

A Hotel Clerk registers the hotel's guests and assigns room to them. The Hotel Clerks give the room keys to the guests. They tell the bellmen to take the guests' luggage to the room. The Hotel Clerk may help guests make future reservations. The Hotel Clerk may offer information about hotel services or local tour guides. The Hotel Clerk keeps a record of the charges on each guest's account. When a guest checks out of the hotel the Hotel Clerk totals the guest's bill and accepts payment by cash, check, or credit card.

A Hotel Clerk may also receive and sort mail for other hotel personnel and guests. Some Hotel Clerks send and receive messages by teletype, telegraph, or telephone. Some Hotel Clerks operate a switchboard.

How much can you make

Earnings Range:	$3.35 - $5.00/hour
Most Workers Earn:	$3.35 - $4.50/hour
Usual Starting Salary:	$3.35/hour

Hours of work

Hotel Clerks may work any shift, 40 hours/week. Overtime may be required for conventions and holidays. Hotel Clerks may work on weekends and holidays.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

English
Typing
Foreign Lanuages
Bookkeeping
Business Mathematics

Other training

You should take office occupations and clerical courses in an area vocational school or technical education center.

You may be able to get a part-time job as a mail clerk or bellman in a hotel while you are still in school.

If you want to be a Hotel Clerk you should

-Like to work indoors.
-Like to meet and talk with people.
-Not mind doing the same simple jobs over and over.
-Be able to work on your feet all day.
-Have a good memory.
-Notice details.
-Have normal vision and hearing (glasses and hearing aids are ok).
-Like having many different duties to keep track of all at once.
-Be neat, polite, and courteous when working with other people.

Don't Forget

1. Some employers require some college training for promotions to management positions.
2. On-the-job training lasts from 4 to 6 weeks.
3. Special occasions such as holidays and conventions can put a lot of pressure on a Hotel Clerk.
4. Some employers offer paid vacations and holdiays, group insurance, and retirement plans.
5. Some employers provide free uniforms and free uniform laundry for Hotel Clerks.
6. Some employers offer free meals during working hours for Hotel Clerks.

What does the future look like for this Job?

There are always openings in this occupation because of a high turnover rate. Many jobs are found in Florida at hotels on the beaches and in resort areas.

For more information write to:

Council on Hotel, Restaurant, and
Institutional Education
Human Development Building
Room 12
University Park, Pennsylvania 16802

American Hotel & Motel Assoc.
888 7th Avenue
New York, NY 10019

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 114

Career Field Code WAE

Illustrator

It's a BRIGHT IDEA!

THE JOB:

The ILLUSTRATOR designs, draws, typesets, lays out and pastes up illustrations for publications, displays and advertisements.

What is it like to be an Illustrator

Illustrators work under an art director or department head who organizes and assigns projects. Staff Artist often specialize in one phase of the several processes involved in producing a final advertising illustration.

Specialized positions include: (1) the layout artist, who draws up in a rough sketch the original form of the illustrations and selects the colors to show the director, (2) renderers, who produce rough pastel or wash drawings of the work done by the layout artists, (3) letterers, who do the required lettering, sometimes freehand and sometimes using mechanical aids, (4) illustrators, who sketch drawings in more finished form, and (5) paste-up and mechanical artists, who put together various parts of the illustration, using various drafting tools and ruling pens.

The completely qualified commercial artist is capable of performing all the above. The free lance artist and the artist employed in a small studio must be able to complete all the steps necessary in the project.

Commercial artisits, work with art materials, including pen and ink, water-color, pastels, oils, brushes, scratchboards, tempera, lettering aids and rulers.

How much can you make

Most charge a fee to their client on a per hour basis. This fee covers all the charges associated with the graphics including the design, layout, typesetting, paste-up etc.

Hours of work

Usually 40 hours/week. Some overtime is required to meet deadlines.

To prepare for this job you should...

Plan to finish high school and go on to at least a two year program at a vocational technical school or community college. Plan to get a 4 year degree if you wish to advance.

High school courses that are helpful

Art
Printing
English
Mathematics
Reading
Journalism
Vocational technical courses in commercial art.

Other training

At least a two year program at a vocational technical school or community college in commerical art is necessary. A 4 year college degree is really helpful if you wish to advance and open your own business.

If you want to be an Illustrator you should

-Study and prepare to go to college.
-Be able to spell accurately.
-Know good grammar.

Don't Forget

1. You must be very accurate.
2. Spelling and punctuation in any graphics is very important.

What does the future look like for this Job?

-There will always be a need for creative Illustrators.
-The turnover rate in this occupation is sometimes high due to the fact that artists get bored with one thing and want to move on to different activities.

For more information write to:

Eliot McMurrough School Of Art
901 E. New Haven Avenue
Suite 4-5-6
Melbourne, Florida 32901

The Graphic Artist Guide
30 E. 20th St. Room 405
New York, NY 10003

American Advertising Federation
1225 Connecticut Avenue, N.W.
Washington, D.C. 20036

National Art Education Assoc.
1916 Association Drive
Reston, VA 22091

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 115
Career Field Code MAS

Impersonator, Character

It's a

BRIGHT

IDEA!

THE JOB:

A CHARACTER IMPERSONATOR dresses up like a famous character like Santa Claus or Snow White in a mall, an amusement park or at a hospital.

What is it like to be a Character Impersonator

Character Impersonators play with children and pose for pictures, many times to help sell something. They also wear costumes and act like that particular character.

Character Impersonators often hand out presents or collect money for charities.

How much can you make

Earnings Range:	$3.35 - $6.00/hour
Most Workers Earn:	$3.50 - $5.00/hour
Usual Starting Salary:	$3.35 - $4.00/hour

Hours of work

This work may only be needed at certain times of the year.

To prepare for this job you should...

Finish high school.

High school courses that are helpful

English
Drama

Other training

Some sales experience is helpful.

If you want to be a Character Impersonator you should

-Like to do the same things over and over.
-Like to work with others.
-Like to make people happy.

Don't Forget

Character Impersonators have to work in front of lots of people without getting scared and have to sit or stand for a long time.

What does the future look like for this Job?

Job opportunities always exist in Florida during the Christmas season.

For more information write to:

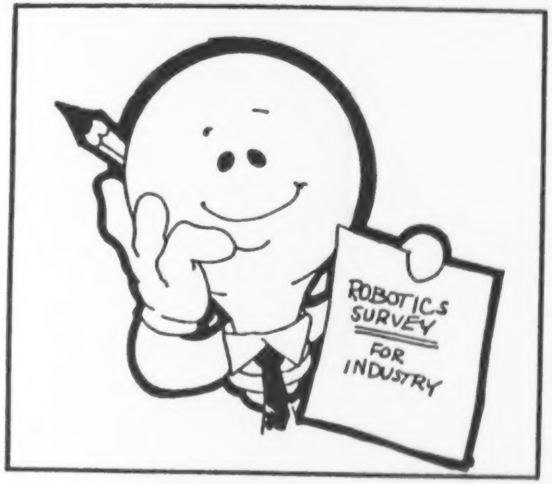
Contact the personnel office of
a department store near you.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 116

Career Field Code ESA



Industrial Engineer

It's a

BRIGHT

IDEA!

THE JOB:

The INDUSTRIAL ENGINEER studies a company's product or services, and finds the most effective methods of using manpower, machines and materials.

What is it like to be an Industrial Engineer

Industrial Engineers are concerned with the efficiency of the industrial plant, or in other cases, the organization as a whole. They study the structure in its present capacity and devise new operating methods to insure such things as increased efficiency, increased production, and time.

To accomplish their purpose, the Industrial Engineer must: (1) analyze a particular product of service offered by the company, and the processes involved in producing the product of service, (2) outline each step of the manufacturing process, such as the design of the product and the equipment capable of producing the desired product, (3) design and supply any special equipment that is needed, (4) determine how the factory itself should be set up in the most efficient manner, (5) design the actual methods to be used in making the product; how much work each machine and employee should produce, and (7) design a method of checking the quality of the product once it has been made.

How much can you make

Most earn $20,000 - $30,000 after a few years' experience.

Hours of work

Usually 40 hours/week. Some overtime may be necessary to meet project deadlines.

To prepare for this job you should...

Plan to complete a degree in engineering. Be able to take things apart and put them back together again easily. Do mathematics problems quickly. Be able to build something from spoken or written instructions.

High school courses that are helpful

Algebra
Trigonometry
Calculus
Geometry
General Science
Physics
Chemistry
Drafting
Blueprint Reading
All Types Of Mathematics And Science
Other College Preparatory Classes

Other training

Most Engineers are required to be licensed by the state that they live in. You must complete at least a 4-year college degree. Some Engineers even get more training.

If you want to be an Industrial Engineer you should

-Plan to go to college for at least 4 years.
-Be very good at planning.
-Know that new technologies require new types of engineering processes.

Don't Forget

1. Engineers must be licensed or registered.
2. Some Engineers become consultants and open their own businesses.

What does the future look like for this Job?

There is a growing need for new Engineers. More complex and automated industry means more Engineers will be needed.

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For more information write to:

American Institute Of Industrial
Engineers Inc.
25 Technology Park/Atlanta
Norcross, Georgia 30092

National Society Of Professional
Engineers
2029 K. Street, N.W.
Washington, D.C. 20006

Engineer Council For
Professional Development, Inc.
345 E. 47th Street
New York, NY 10017

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 117

Career Field Code TLC

COSMETOLOGY

Instructor, Vocational Training

It's a

BRIGHT

IDEA!

THE JOB:

The VOCATIONAL TRAINING, INSTRUCTOR teaches specialized classes in the following general areas: agriculture, business, distributive education, home economics, trade and industrial technology, health and technical areas.

What is it like to be a Vocational-Training Instructor

The Vocational-Training Instructor plans, teaches, and supervise classes. Corrects papers and oversees student projects. They get to know students on an individual basis. They select the materials and reference works needed to carry out the planned course of study.

Vocational-Training Instructors select and work with an advisory group from their area of specialization, gaining insight into the local, state and national situation for employment in their field. They may be called upon to work with community leaders in the planning of programs for many special groups, such as the unemployed, underemployed, handicapped, culturally disadvantaged, or aging persons and school dropouts. They take in-service courses, attend workshops, conferences and take field trips to keep informed of changes and trends in their field.

Vocational-Training Instructors cooperate with community organizations, business persons, and industry. They act as advisors to student organizations within their field of knowledge.

How much can you make

	B.S. DEGREE	MASTER'S DEGREE
Earnings Range:	$10,700 - $20,917/year	$11,900 - $22,628/year
Most Workers Earn:	$15,405 for all teachers	$15,405 for all teachers
Usual Starting Salary:	$10,700/year	$11,900/year

Hours of work

15 to 25 classroom hours/week, plus additional hours for preparation, committee meetings and conferences.

To prepare for this job you should...

Be good at working with your hands. Take shop classes like wood working and machine shop to see if you have any skills in this area.

High school courses that are helpful

Wood Shop
Metal Shop
Auto Mechanics
Mathematics
Science
Other College Preparatory Classes

Other training

You must be a certified teacher and you must also have some work experience in the area that you want to teach in.

If you want to be a Vocational-Training Instructor you should

-Be able to write good lesson plans.
-Finish high school and plan to go to college.
-Be able to handle a group of students.
-Consider a part-time job helping the vocational teacher in the classroom.

Don't Forget

1. You may have to work some nights if you are teaching adults.
2. You may get your summers off.

What does the future look like for this Job?

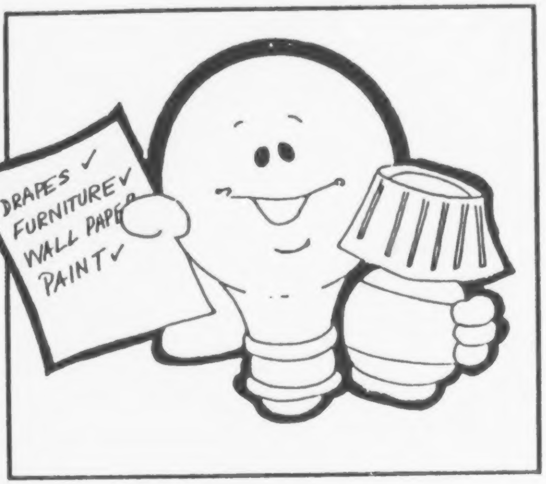
There is a current shortage of skilled vocational teachers.

For more information write to:

National Education Association
1201 16th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 118
Career Field Code WAE



Interior Designer

It's a BRIGHT IDEA!

THE JOB:

Interior Designers decide the best way to use the space in houses, offices and other buildings and how to make it look nice.

What is it like to be an Interior Designer

Interior Designers make the places where people live and work attractive and comfortable. Many work for design studios, some own design studios, and others are employed by retail stores and other industries. A few work for architects. A designer's office is a very comfortable place. Designers spend a lot of time in customers' offices and in unfinished buildings.

Interior Designers must consider many details in furnishing and decorating a room. They must know what a room is to be used for. They must know what their customers like and can afford. Offices must be convenient to work in. Equipment must be easy to get to, but not in the way. Designers must decide what floor coverings and wall coverings are best for each area. They must be sure that each area has enough light, but not too much.

Some designers specialize in living areas such as homes and apartments, while others specialize in work areas such as offices, schools and stores. Some do both kinds of work. Designers may plan interiors for new buildings or remodel old ones. They select all the materials to be used and provide samples to the customer. In addition to scale drawings they may also do watercolor sketches. They prepare complete estimates of cost, including cost of furniture, materials, labor and transportation.

How much can you make

An experienced designer often works for commissions only and, depending on ability, may earn anywhere from $500 to over $2,000 per month. The top designers (a very small number) earn form $5,000 to $10,000 per month.

Hours of work

Beginners work days, from 35 to 40 hours/week. Experienced designers often work very irregular hours including some nights and weekends, depending on what problems they have meeting completion deadlines.

To prepare for this job you should...

Finish high school with plans to attend a college, university, or professional school of design.

High school courses that are helpful

Business
Art
Mechanical Drawing
Blueprint Reading
Other College Preparatory Courses

Other training

The American Society Of Interior Designers recommends graduation from a full-time, 3-year course in an accredited school or interior design or a bachelor's degree (4 years) in architecture or interior design at an accredited college or university.

If you want to be an Interior Designer you should

-Have artistic talent.
-Draw well.
-Have a good imagination.
-Enjoy planning and should be able to carry out your plans efficiently.
-Be a good organizer.
-Enjoy meeting and talking with other people.
-Be good at explaining and selling your ideas to other people.
-Have a lot of patience.
-Work well under pressure.

Don't Forget

1. After getting a good education it still takes from 3 to 5 years of on-the-job experience to become a professional Interior Designer.
2. A designer's work must be finished when the customer expects it, so little delays can create a lot of pressure before the work is back on schedule.
3. Beginners in Interior Design studios usually do a lot of clerical work (typing, filing, record keeping, etc).
4. Although most jobs are in large cities, beginners may find a position more easily in small towns near a large city.
5. Summer jobs and part-time work are usually available for design students

What does the future look like for this Job?

Nationally there is a greater demand than there are qualified applicants. Any business recession has a serious effect on Interior Design. Promotions are quick for talented designers who are good business people. Many designers with experience and enough money open their own studios.

For more information write to:

American Society Of Interior Designers
730 Fifth Avenue
New York, New York 10019

Industrial Designers Society Of America
6802 Popular Peace, Suite 303
McLean, VA 22101

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 119
Career Field Code SRV

ARREST WARRANT

Investigator,Narcotics

It's a BRIGHT IDEA!

THE JOB:

A NORCOTICS INVESTIGATOR watches people suspected of illegal sale and use of drugs.

What is it like to be a Narcotics Investigator

A Narcotics Investigator is required to engage in many activities, such as watching suspects and undercover activities (which leads to the arrest of the criminals dealing in drugs and narcotics).

A Narcotics Agent must investigate illegal drug manufacturers, suppliers and wholesalers, and be able to mingle undetected with these underworld people.

The agent works with the general public by participating in public education programs, and may be called on to make speeches or serve as a panel member for civic, social, or other community groups interested in drug abuse problems.

Frequent travel and irregular unscheduled overtime work is required.

How much can you make

Most earn from $15,000 to $20,000/year. Much depends on the city you work in.

Hours of work

Most work odd irregular hours.

To prepare for this job you should...

Like police work. Must be in good physical shape. Be very patient, it may take a long time to make a drug bust. Be able to pass a civil service test.

High school courses that are helpful

Physical Education
Psychology
Social Studies
First Aid

Other training

Many jobs are available with just a high school diploma, but you can improve your chances with at least a two year degree in criminology. Some employers even want a college degree candidate.

If you want to be a Narcotics Investigator you should

-Know you may be called away from home in the middle of the night.
-Plan to finish high school.

Don't Forget

1. This can be a very very dangerous job.
2. You can't have a police record and expect to get a job in this field.

What does the future look like for this Job?

This appears to be a good field to go into. Jobs are expanding to slow down the influx of drugs into this country. Opportunities are found in most major cities throughout the United States and some major cities overseas.

For more information write to:

International Association Of Chiefs Of Police
Center For Law Enforcement Research
11 Firstfield Road
Gaithersburg, Maryland 20760

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 120

Career Field Code SRV

Janitor

It's a

BRIGHT

IDEA!

THE JOB:

JANITORS are responsible for keeping buildings clean and sanitary.

What is it like to be a Janitors

Janitors dust and sweep offices, hallways and working areas. They mop floors, strip wax and seal from floors. They wax floors, open and close areas in the mornings and at night, clean restrooms, wash windows, cut and rake grass.

Janitors take out the trash, and handle emergencies. They regularly use: vacuum cleaners, dusters and dust pans, rags and mops, buckets and brooms, buffing machines, sand paper and other abrasives, and steam cleaners.

Janitors must know how to use cleaning chemicals.

How much can you make

Most earn $4.00 to $6.50/hour. Many work part-time.

Hours of work

May work nights and weekends. Usually 40 hours/week.

To prepare for this job you should...

Like to work by yourself. Like to work at night. Like to clean. Like doing things over and over. Get a part-time job in an office.

High school courses that are helpful

Mathematics
Arithmetic
Shop

Other training

You do not need a high school diploma but it could prove helpful. You will probably be trained on the job.

If you want to be a Janitors you should

-Plan to work in just about any type of business or industry.
-Know that in hospitals you may need to have a specialize training program.

Don't Forget

1. You could start your own business after working in this field for a while.
2. The pay is not too good to start.

What does the future look like for this Job?

Business is cleaning up! There will always be a need for good maintenance people. There are more jobs in cities.

For more information write to:

Ask your school custodian about their career.
0-
Service Employees International Union
2020 K Street, N.W.
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 121
Career Field Code PWM

Jeweler

It's a BRIGHT IDEA!

THE JOB:

JEWELERS make and repair jewelry.

What is it like to be a Jeweler

Jewelers fix watches and clocks. They mold precious metals, cut and polish precious stones. They repair pins, necklaces, bracelets, and rings. They sell jewelry, evaluate jewelry and design jewelry.

How much can you make

Most can earn from $7.25 - $12.20/hour. Many earn a commission on sale of their jewelry.

Hours of work

Usually 40 hours/week. Some overtime may be necessary.

To prepare for this job you should...

Plan to buy your own tools. Know that you might go through an apprenticeship training program.

High school courses that are helpful

Art
Metal Shop
Chemistry
Mathematics
Drafting
This will prepare you to take an aptitude test.

Other training

This is an apprenticeship program which usually takes 4 years.

If you want to be a Jeweler you should

-Be able to work with very detailed small instruments.
-Be very accurate so as not to make mistakes fixing or preparing expensive jewelry.
-Be able to work sitting down.

Don't Forget

1. You get to work with very precious metals.
2. You may have to join a union.
3. Apprenticeship is a good way to learn this job.
4. Some can learn on the job.

What does the future look like for this Job?

There appears to be a shortage of good qualified jewelers.

For more information write to:

Jewelers Of America
Time - Lift Building
1271 Avenue Of The Americas
New York, NY 10020

Florida Bureau Of Apprenticesbips
1321 Executive Center Dr., East
Tallahassee, Florida 32301

Talk To A Jeweler In Your Town

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 122

Career Field Code SLR

GUILTY
ON
ALL
COUNTS

Judge

It's a

BRIGHT

IDEA!

THE JOB:

JUDGES decide how the law applies to individual cases.

What is it like to be a Judge

Judges administer the law. They do part of their work in a courtroom. Much of their work is done in Judges' chambers which are offices in the court building. Judges must decide whether a charge against a defendant is a violation of the law. They decide whether the evidence in a case supports the charges. They decide whether the defendant is guilty of the charge. Finally, they decide what degree of punishment is necessary. In a jury trial the Judge supervises the trial and instructs the jury on laws that apply to the case. Depending on the jury's decision, the Judge still selects the punishment to be imposed.

Laws passed by the Legislature have two purposes. One is the protection of individual rights. The other is the protection of the community. In criminal cases a Judge must see that both the accused person and the community receive the full protection of the law. In civil cases the Judge must see that both the defendant and the plantiff receive the full protection of the law. In complicated cases when either or both parties may be at fault the Judge may need more than legislated laws to make a decision. They study previous court decisions on similar cases, called precedents. In high courts, such as a court of appeals, several Judges work together. The decision is reached by a vote. The Judges in the majority write down the reasons for the decision. The Judges in the minority also write down their reasons for disagreeing.

How much can you make

Earnings Range:	$28,000 - $55,000/year
Most Workers Earn:	$42,000 - $48,000/year
Usual Starting Salary:	$20,000 - $33,000/year

Hours of work

Many Judges spend only a few hours per week in the courtroom. Many hours are spent in the Judges' chambers and elsewhere studying and reviewing cases and writing opinions. In almost every court in the state there is more work than can be finished no matter how long the Judge works.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

English
History
Other College Preparatory Courses

Other training

All law schools approved by the American Bar Association require at least three years of college for admission to the law school. Some require an undergraduate degree.

Although there is no required college major for entrance to law school, some which are often recommended are: english, history, political science, economics, sociology, and psychology.

If you want to be a Judge you should

-Prefer to work indoors.
-Not mind constant study to improve your skills.
-Like to work with people.
-Not be quick to 'take sides' in a discussion.
-Be honest and dependable.
-Be able to think clearly under pressure.
-Control your emotions well.
-Notice details.
-Not carry grudges.

Don't Forget

There are three kinds of state courts: The supreme court, the circuit courts, and the variety of local courts. The supreme court has more than one Judge. The chief justice is in charge and there are several associate justices which are all elected by the legislature. There are circuit courts and circuit Judges also elected by the legislature. There are local courts where Judges and magistrates are either appointed by the governor, by local legislative representatives, or elected by the voters of the community.

Federal Judges are appointed by the President with consent of the Senate.

What does the future look like for this Job?

The number of Judges at some levels is increasing because of more cases.

For more information write to:

Association Of American Law Schools
One Dupont Circle, NW
Suite 370
Washington, D.C. 20036

American Bar Assoc.
1155 E. 60th Street
Chicago, Illinois 60637

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 123

Career Field Code PWM

Laboratory Technician

It's a BRIGHT IDEA!

THE JOB:

A LABORATORY TECHNICIAN works in a photo lab. They mix chemicals, develop film and print pictures.

What is it like to be a Laboratory Technician

You may first start by mixing different types of chemicals like developer. You will use a formula to mix it in a vat or tank. You will put film in a tank for developing. You will use a 'Fixer' that keeps the image on the negative. You wash the film in a special tank and let it dry. You will eventually learn to develop pictures from the negatives. You may also sort, mount, and retouch photographs.

How much can you make

Most earn between $5.00 and $8.00/hour. Usual starting salary is $3.35 to $5.00/hour.

Hours of work

You may work midnights or late evenings. During holidays you will work more.

To prepare for this job you should...

Get a part-time job in a photo lab. Like to work in the dark. Be very good at seeing the difference in blacks and greys and whites. Know how to do math quickly.

High school courses that are helpful

Art
Mathematics
Photography
Sign up for your school's newspaper or yearbook.

Other training

It takes a good two years to really learn this skill. Some learn on-the-job, others can take a two year photo lab technology program at a vocational technical center or community college.

If you want to be a Laboratory Technician you should

-Be very careful about mixing chemicals.
-Be prepared to work in very low light or in total darkness.
-Learn to take and develop your own photographs.

Don't Forget

Some Laboratory Technicians work in total darkness, so even people who are visually handicapped can do this job.

What does the future look like for this Job?

More and more machines are taking over but there will always be a need for good qualified technicians. Opportunities exist in many industries, businesses, government agencies and laboratories.

For more information write to:

Professional Photographer
Of America, Inc.
1090 Executive Way
Des Plaines, Illinois 60018

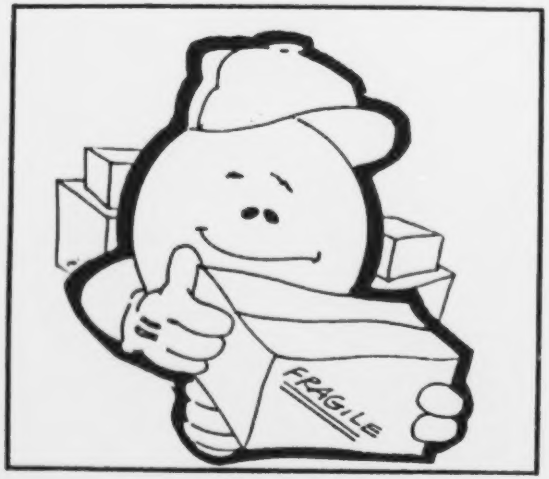
Photomarketing Association
603 Lansing Avenue
Jackson, Mississippi 49292

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 124

Career Field Code MHE



LABORER, STORE

It's a BRIGHT IDEA!

THE JOB:

A STORE LABORER shelves, receives, and distributes materials, tools, equipment and products in a warehouse.

What is it like to be a Store Laborer

A Store Laborer may work in a public or private warehouse. Public warehouses store goods for people and private warehouses store goods for manufactures, stores and businesses.

A Store Laborer's duties include: moving goods and boxes from receiving places by hand and by powered vehicles to storage areas, stacking and storing the goods in the warehouse. They may also open crates and containers and mark the goods so that they can be found later. Store Laborers must keep records on incoming and outgoing materials. You may have to work in cold or hot warehouses or storage rooms.

How much can you make

Earnings Range:	$3.35 - $7.50/hour
Most Workers Earn:	$5.00 - $6.50/hour
Usual Starting Salary:	$3.35 - $5.00/hour

Hours of work

Usually 40 hours per week.

To prepare for this job you should...

You should have a high school diploma, but it may not be required.

High school courses that are helpful

Basic Arithmetic
English
Shop Courses

Other training

Vocational courses in distributive education. On-the-job training.

If you want to be a Store Laborer you should

-Be dependable.
-Be honest.
-Be courteous.
-Like to do heavy work.
-Like to work with things and objects.
-Follow directions well.
-Work alone.
-Be able to lift heavy things.

Don't Forget

1. You will need little preparation for employment.
2. Jobs are fairly easy to obtain.
3. You may also use the telephone as part of your responsibilities.
4. This job could be dangerous.
5. You must be able not to get easily frustrated.

What does the future look like for this Job?

The job market for Store Laborers is good for beginning level workers, but the use of machines has hurt the market for advancement.

For more information write to:

See your counselor.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 125

Career Field Code ESA

40 TREES
400 SHRUBS
2000 YDS
BOARDER

Landscape Architect

It's a BRIGHT IDEA!

THE JOB:

A LANDSCAPE ARCHITECT plans the arrangement of plants and other vegetation around walkways and open spaces.

What is it like to be a Landscape Architect

Working with the project architect or engineer. The Lanscape ARchitect helps draw up plans to develop the site. They considers the purpose of the project, how much money is available, and how best to use the money for the design they want.

The Landscape Architect must study the site and map features such as the slope of the land and where other buildings, roads, trees, and walkways are located. They must also find out where the sun shines on the site at different times of the day, the texture of the soil, and other landscape features.

After the Landscape Architect has turned in a plan and it is approved, they may outline in detail how and where to plant the items and what kinds of materials will be needed. The Architect may then invite landscape contractors to bid for the work to be done.

How much can you make

Earnings Range:	$10,000 - $35,000/year
Most Workers Earn:	$15,000 - $25,000/year
Usual Starting Salary:	$10,000 - $15,000/year

Hours of work

Usually 40 hours/week. Some overtime may be necessary to complete project deadlines.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

Art
Botany
Mathematics
Mechanical Drawing
Agriculture Drawing
Agriculture
English

Other training

You will need a bachelor's degree in landscape architecture. College courses in this field include surveying, landscape construction, sketching, design communication, and city planning.

If you want to be a Landscape Architect you should

-Like to deal with people.
-Like to communicate ideas.
-Like to do scientific work.
-Like to do abstract and creative work.
-Like to work by yourself and take responsibility.
-Speak, hear and see well.

Don't Forget

1. Thirty-eight states require a license, based on the results of a national licensing exam, for independent practice of landscape architecture.
2. Some Architects specialize in certain types of projects such as parks and playgrounds, hotels and resorts, shopping centers, public housing, or building construction.

What does the future look like for this Job?

The growing interest in city and regional environmental planning will increase the number of job openings.

Outlook is EXCELLENT!

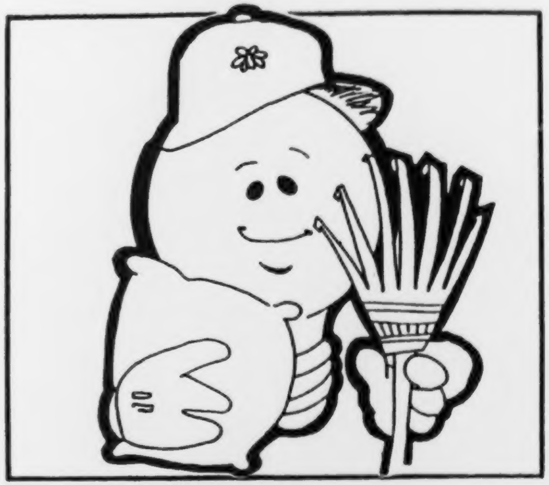
For more information write to:

American Society Of Landscape Architecture, Inc.
1900 M Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 126

Career Field Code AFH



Landscape Gardener

It's a

BRIGHT

IDEA!

THE JOB:

A LANDSCAPE GARDENER makes yards look good for homes and businesses. He follows other peoples' ideas or develops his own ideas to turn lots into lawns.

What is it like to be a Landscape Gardener

Landscape Gardeners do most of their work outdoors. They plan the arrangement of flowers, trees and shrubbery for private homes, businesses, and government offices. They may grade and terrace a lawn or plan the layout of walks and driveways. They may also install irrigation systems.

Landscape Gardeners often have several landscape laborers of groundsmen working for them. They have to know how to use many different power tools and hand tools for gardening. Landscape Gardeners may have to explain to laborers how to use the tools or how to handle certain plants.

Landscape Gardeners also have to know what types of fertilizers to use on different plants, how much water the plants need and how to trim the plants to make them look best. They have to know which plants grow well in the shade and which ones need a lot of sun.

Landscape Gardeners may have to be good salesmen to get and keep customers. They have to be artistic to help customers plan attractive lawns. They have to be good supervisors to keep employees happy.

How much can you make

Earnings Range:	$3.35 - $6.00/hour
Most Workers Earn:	$4.40 - $4.75/hour
Usual Starting Salary:	$3.35/hour

Hours of work

Landscape Gardeners may work anytime the sun is up.

To prepare for this job you should...

Complete your high school education. Vocational courses in agriculture and horticulture will help.

High school courses that are helpful

Mathematics
Science
Agriculture
After high school you should plan to take a course in horticulture or landscape design at an area vocational school or technical education center.

Other training

The best preparation after high school is a 4 year college course in ornamental horticulture. A vocational course in basic mechanics will help.

If you want to be a Landscape Gardener you should

-Like to work outside.
-Have some artistic talent.
-Enjoy planning jobs and then carrying out your own plans.
-Be able to give orders.
-Be able to follow a customer's instructions.
-Like work that requires you to do some physical labor.

Don't Forget

1. If you plan to get college training you should take college preparatory courses in high school.
2. Almost all Landscape Gardeners are men. A related job for women and men is Landscape Architect.
3. Some landscape contractors offer paid vacations and holidays, health and life insurance and retirement plans.
4. You must be licensed by the state to start your own business as a Landscape Gardener.

What does the future look like for this Job?

Job opportunities are best in larger towns and cities. Qualified Landscape Gardeners may become landscape contractors. Some Landscape Gardeners start their own businesses.

For more information write to:

American Society Of Landscape
Architectures
Florida Chapter
1300 Executive Center Drive
Suite 115
Tallahassee, Florida 32301

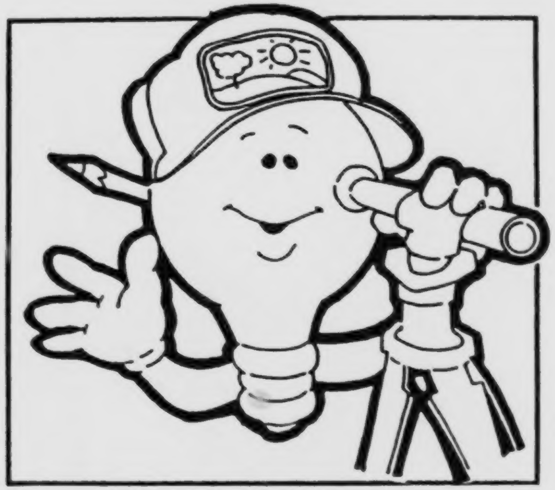
U.S. Department Of Agriculture
Washington, D.C. 20250

American Society Of Landscape
Architectures, Inc.
1750 Old Meadow Road
McLean, VA 22101

National Landscape Nurserymen's
Association
230 Southern Building
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 127
Career Field Code ESA



Land Surveyor

It's a

BRIGHT

IDEA!

THE JOB:

LAND SURVEYORS determines boundary lines, elevations, distances, and the exact location of points on the Earth's surface.

What is it like to be a Land Surveyor

Land Surveyors measure the land for maps, boundary lines, and construction projects. They direct surveying teams (field parties) which may include from three to six people. A team usually includes instrumentmen, rodmen, and chainmen.

Surveyors often specialize in one type of surveying. Topological surveyors gather information for mapping. They measure the height of many points in an area to be mapped. They meaure the distance between the points. They may use aerial photographs to make many measurements. Some Surveyors do all their work from aerial photographs. They may be geodetic surveyors who prepare maps of very large areas. Satellites may be used for surveying entire continents.

The most common surveying is done on foot. The team may start a survey from a known boundary line or bench mark. A bench mark is a point whose location and elevation is known. Working from the known location the team measures the distance, direction, and change in elevation to another point.

In highway or construction surveys, even more information may be needed. The surveyor may be expected to measure the size of low spots and to determine how much material will be needed to fill them.

How much can you make

Earnings Range:	$8,900 - $24,000/year
Most Workers Earn:	$9,100 - $15,000/year
Usual Starting Salary:	$8,900/year

Hours of work

Surveyors usually work 5 days, 40 hours/week.
Construction deadlines may require weekend, holiday and other overtime work (especially during the summer months).

To prepare for this job you should...

Finish high school and you should consider attending a college or vocational technical education center.

High school courses that are helpful

Geometry
Advanced Algebra
Trigonometry
Physics
Mechanical Drawing

Other training

College surveying courses are usually in the department of civil engineering. Before enrolling in a surveying program at a vocational technical education center, you should find out if it is approved by the Engineers' Council for Professional Development (ECPD). Keep in mind that both approved and non-approved programs can be valuable.

If you want to be a Land Surveyor you should

-Prefer to work outside.
-Be healthy enough to work in all kinds of weather.
-Like to work with numbers.
-Notice details.
-Have a good memory.
-Have good eyesight including color vision (glasses are ok).
-Work well with your hands.
-Work well as a member of a team.

Don't Forget

1. Some survey work requires a lot of hiking and sometimes overnight camping.
2. Measuring instruments are only as accurate as the people who use them.
3. Surveyors spend a lot of time preparing reports and planning new surveys
4. Most employers offer paid vacations and holidays, sick leave, group insurance plans and retirement programs.
5. On-the-job training takes from 2 to 6 years depending on the amount of formal education received.

What does the future look like for this Job?

There is a steady demand for Surveyors. They are needed to build new roads and buildings of all kinds.

For more information write to:

Fla. Society Of Professional
Land Surveyors
210 Little Falls St.
Falls Church, VA 22046

American Congress On Surveying
And Mapping
733 Fifteenth Street, NW
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 128

Career Field Code SLR

Lawyer

It's a BRIGHT IDEA!

THE JOB:

LAWYERS help their clients with legal problems.

What is it like to be a Lawyer

Lawyers have two main duties. One is to make sure each client gets all the protection possible under the law. The other is to make sure that the community as a whole is also protected by the law.

Many Lawyers specialize by handling only certain kinds of cases. Some handle only criminal cases. They may spend more time in court than other Lawyers. Many Lawyers work for large companies. They handle all the legal work necessary to run a business. Most of their work is aimed at keeping the company out of court. When necessary they also represent the company in court. Some Lawyers review inventions to see if they are original enough to be patented.

All Lawyers do most of their work outside the courtroom. Many cases are settled without even going to court. Lawyers interview clients. They study the laws that apply to each case. They review court records of the results of similar cases. They may do a lot of traveling to interview witnesses and to gather other information.

Most young Lawyers start out working for law firms. With experience and enough money they may start their own law firms. Many experienced Lawyers become business executives. Some become politicians. Lawyers must read and study constantly to keep up with new developments in their specialties.

How much can you make

Earnings Range:	$16,000 - $70,000/year and above
Most Workers Earn:	$25,000 - $35,000/year
Usual Starting Salary:	$16,000 - $30,000/year

Income grows as the practice grows.

Hours of work

Self-employed Lawyers work as much as they have to, to get the job done right. Lawyers in industry, business, and government service usually work 5 days, 40 hours/week.

To prepare for this job you should...

Finish high school with plans to attend a college or university.

High school courses that are helpful

English
History
Other College Preparatory Classes

Other training

All law schools approved by the American Bar Association require at least three years of college for admission to the law school. Some require an undergraduate degree.

If you want to be a Lawyer you should

-Prefer to work indoors.
-Not mind constant study to improve your skills.
-Be good at argument and debate.
-Like to work with people.
-Be honest and dependable.
-Be able to think clearly under pressure.
-Notice details.

Don't Forget

1. Many law schools select applicants on the basis of their scores on the law school admission test administered by the Educational Testing Service in Princeton, New Jersey. They also consider grades earned in college.
2. There is no required college major for entrance to law school. Some which are commonly considered to offer valuable training are: english, history, political science, economics, sociology, and psychology.
3. Court rulings requiring state appointed Lawyers for accused persons who cannot afford a Lawyer will probably create increased demand for Lawyers.

What does the future look like for this Job?

Opportunities are good for graduates from widely recognized law schools and for those who rank at the top of their class. In private practice, the best opportunities are in small towns and expanding suburban areas.

For more information write to:

National Association For Law Placement
Administrative Office
Joseph Merrick Jones Hall
Tulane Law School
New Orleans, LA 70118

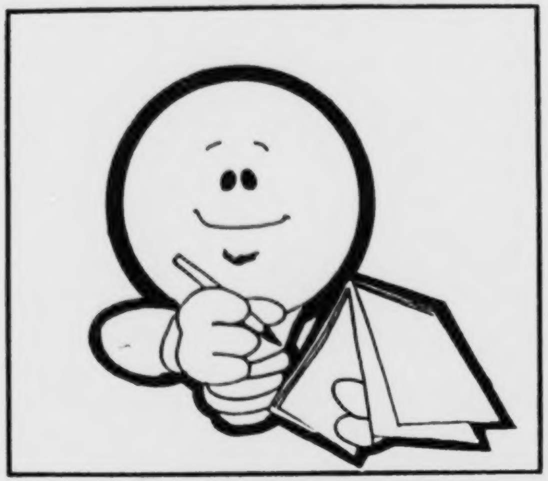
Federal Communication Commission
Washington, D.C. 20554

Association Of American Law Schools
One Dupont Circle, NW
Suite 370
Washington, D.C. 20036

American Bar Association
1155 East 60the Street
Chicago, Illinois 60637

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 129
Career Field Code CLE



Legal Secretary

It's a

BRIGHT

IDEA!

THE JOB:

A LEGAL SECRETARY helps lawyers keep their law offices running smoothly.

What is it like to be a Legal Secretary

A Legal Secretary works in a law office. A Legal Secretary may work for a lawyer, a law firm, or for the legal department of a large business. Some law offices have only one lawyer and one Legal Secretary. Other law offices may have many attorneys and secretaries working together. Most modern law offices have comfortable furniture, thick carpets, draperies and year round temperature control.

Legal Secretaries may take dictation for letters, memos, and reports. They may keep minutes for meetings. They often type legal papers and speeches. A Legal Secretary may make appointments for the office's clients. Legal Secretaries may act as receptionists in addition to their regular secretarial duties. They usually are responsible for files of letters, case records, and financial records. Legal Secretaries may keep a law office's legal library in order. They may often work as lawyers' research assistants in preparing cases for trial. They often go with lawyers to courtroom trials.

A Legal Secretary rarely works on a strict schedule. Legal Secretaries usually develop very close working relationships with the lawyers who employ them. A Legal Secretary may often work for the same law firm for many years.

How much can you make

Earnings Range:	$3.35 - $7.90/hour
Most Workers Earn:	$5.00 - $6.50/hour
Usual Starting Salary:	$3.35 - $3.75/hour

Hours of work

Most Legal Secretaries work days, 35 to 40 hours/week.

To prepare for this job you should...

Complete your high school education. Many vocational technical centers and community colleges offer special training as a Legal Secretary.

High school courses that are helpful

English
Typing
Shorthand
History
Civics
Business Mathematics
Office Occupations
Other College Preparatory Courses

Other training

You should consider taking secretarial courses at a junior college, a university, or a secretarial school. You should discuss these choices with your guidance counselor or occupational specialist and other teachers.

If you want to be a Legal Secretary you should

-Be a very honest person.
-Be able to keep secrets.
-Be patient and understanding with other people.
-Have a clear speaking voice.
-Have a neat, businesslike appearance.
-Notice details.
-Be able to follow instructions exactly.
-Have good vision and hearing (glasses and hearing aids are ok)

Don't Forget

1. Legal Secretaries must be good stenographers.
2. A Legal Secretary may become a Professional Legal Secretary.
3. There are 3 requirements for the title of Professional Legal Secretary.
   (1) You must be a member of the National Assoc. of Legal Secretaries.
   (2) You must have 5 years of experience as a Legal Secretary.
   (3) You must pass an examination.
4. Some employers offer paid vacations and holidays, group insurance, pension plans, and bonuses.

What does the future look like for this Job?

Good Legal Secretaries are in great demand. Although a Legal Secretary may be promoted to a supervisory position in a large office, most advancement is in the form of pay increases with increased knowledge and experience.

For more information write to:

Professional Secretaries International
2440 Pershing Road
Suite G10
Kansas City, MO 64108

Assoc. Of Independent Colleges
And Schools
1730 M Street, N.W.
Washington, D.C. 20036

National Assoc. of Legal
Secretaries
Suite 120
3005 E. Skelly Drive
Tulsa, Oklahoma 74105

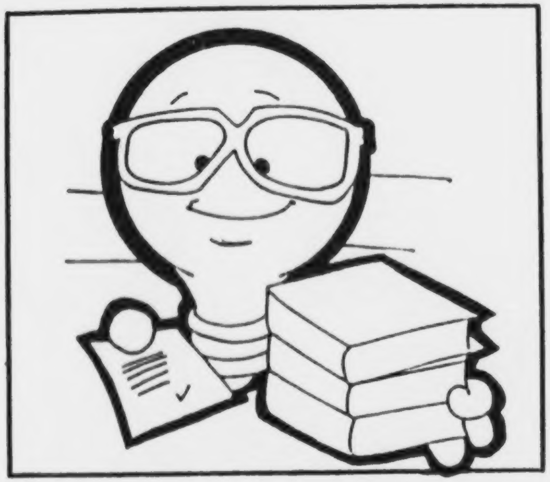
Ask your librarian to help you locate copies of the NLS Docket.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 130

Career Field Code TTE



Librarian

It's a

BRIGHT

IDEA!

THE JOB:

LIBRARIANS classify, catalogue and preserve books, tapes, records and other resource materials for use by students, businesses, government agencies, and the general public.

What is it like to be a Librarian

A Librarian works in an office or at the circulation desk of a library. Librarians may work in public or private libraries. There are several specialties in library careers. Four kinds of Librarians are: Acquisitions Librarians, Reference Librarians, Catalogers and Administrators.

An Acquisitions Librarian buys the books, films, records, tapes and other materials for a library. The Acquisitions Librarian has to know just what kind of books the library will need since it is usually much easier and cheaper to buy books while they are still in print.

A Reference Librarian helps people find information. Reference Librarians often help library users with research projects. Reference Librarians may also compile bibliographies and booklists for library users.

A Cataloger arranges and classifies books so they can be found easily. Each book is listed on at least three cards in the card catalogue. They lists the book title, subject, and author of the book.

The Library Administrator has to be very good at dealing with people. Library Administrators write a lot of reports and attend a lot of business meetings. They may also give speeches to clubs, schools, and civic groups.

How much can you make

Earnings Range:	$10,900 - $34,000/year
Most Workers Earn:	$12,800 - $23,000/year
Usual Starting Salary:	$10,900 - $12,200/year

Salaries depend on size and type of library.

Hours of work

Most Librarians work days, 35 to 40 hours/week. Public libraries and university libraries are sometimes open at night and on weekends.

To prepare for this job you should...

Complete your high school education. Start making plans for college. You will need at least a master's degree in library science to get a job as a Librarian.

High school courses that are helpful

High school courses that will help you are the courses recommended by your counselor or occupational specialist to prepare you for a four-year liberal arts program at a college or university.

Other training

A liberal arts program is recommended for most library careers, but some library specialists are available to persons with science or engineering backgrounds.

If you want to be a Librarian you should

-Prefer to work indoors.
-Like to work with other people.
-Have good eyesight, hearing and speech (glasses and hearing aids are ok).
-Be able to decide what to do next without someone telling you.
-Like to read.

Don't Forget

1. Accredited schools of library science have placement services for graduates.
2. You can get a list of accredited schools of library science from the American Library Association.
3. Most employers offer paid vacations, holidays, group insurance, and retirement plans.
4. Over 85% of all Librarians are women.

What does the future look like for this Job?

There will be some competition for jobs through the 1980's because more people are going into this field. The outlook is best for those who have training as media specialists.

For more information write to:

American Library Association
50 East Huron Street
Chicago, Illinois 60611
0-
Special Libraries Association
235 Park Avenue., S.
New York, NY 10023

PREVIEW

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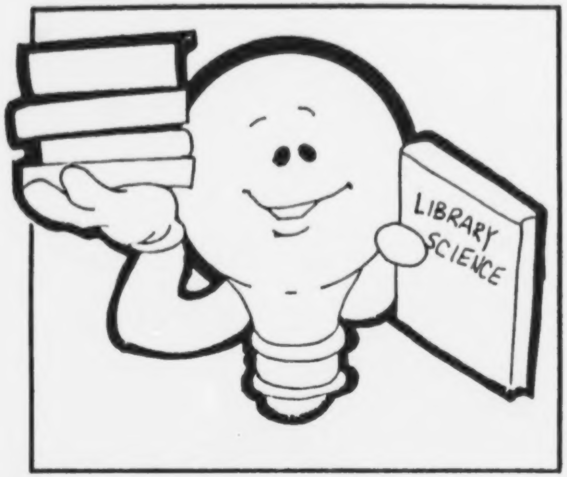
VIEW # 131

Career Field Code TTE



Library Technical Assistant

It's a BRIGHT IDEA!

THE JOB:

A LIBRARY TECHNICAL ASSISTANT helps a librarian keep up with a library's books.

What is it like to be a Library Technical Assistant

A Library Technical Assistant works in a public library, a college or university library, or the library of a public or private school. A library is usually a very clean, quiet, comfortable place to work.

Library Technical Assistants record the due-date on cards to lend books. When books are returned, they check the due-date, examine the books for damage, and collect any fines that may be due. Library Technical Assistants make lists of overdue books and send notices to the people who have borrowed them. They spend a lot of time sorting books and putting them back on the shelves. They may also repair damaged books with paste and mending tape. Library Technical Assistants may answer telephone inquiries or help people find reference materials.

Library Technical Assistants may have to work standing up most of the day. A Library Technical Assistant may have to work on weekends. A Library Technical Assistant in a school usually works only during school hours.

How much can you make

Earnings Range:	$ 7,500 - $15,000/year
Most Workers Earn:	$10,000 - $13,000/year
Usual Starting Salary:	$ 7,500 - $10,000/year

Hours of work

Most Library Technical Assistants work days or evenings, 40 hours/week. Library Technical Assistants may work weekends. Part-time work may also be available.

To prepare for this job you should...

Definitely finish your high school education. Many vocational technical centers offer a program for Library Technical Assistants.

High school courses that are helpful

English
Foreign Language
Typing
Business Mathematics

Other training

Vocational courses in office occupations may also help you. You may get a part-time job as a Library Technical Assistant while attending college or business school.

If you want to be a Library Technical Assistant you should

-Like to work indoors.
-Enjoy meeting and talking with people.
-Be able to lift about 50 pounds and to carry 25 pounds.
-Have normal eyesight and hearing (glasses and hearing aids are ok).
-Not mind doing the same job over and over.
-Pay close attention to details.
-Work well with children.
-Like to work with numbers and filing systems.

Don't Forget

1. You usually have to be 18 years old to get a job as a Library Technical Assistant.
2. Some libraries require at least 2 to 4 years of college or library experience to be hired as a Library Technical Assistant.
3. You may be required to type 35 to 40 words per minute.
4. Some Library Technical Assistant jobs in U.S. Government libraries require a security clearance.
5. Most Library Technical Assistants are women.
6. Some employers offer paid vacations, group insurance, sick leave, and scholarships.

What does the future look like for this Job?

Library facilities are constantly expanding to meet new educational and leisure needs. More Library Technical Assistants are needed to relieve the load of librarians. Qualified Library Technical Assistants who continue schooling may advance to librarian positions

For more information write to:

Division Of Library And Educational
Facilities
Bureau Of Libraries And Educational
Technology
Office Of Education
U.S. Department Of Health, Education
And Welfare
Washington, D.C. 20202

Council On Library - Media
Technical Assistants
Aryahoga Community College
2900 Community College Ave.
Cleveland, OH 44115

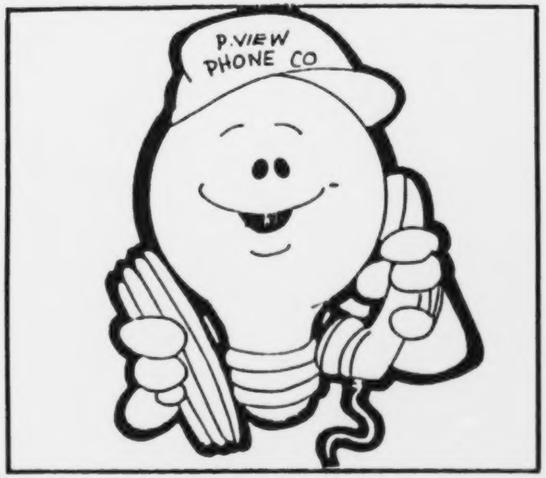
American Library Assoc.
50 East Huron Street
Chicago, Illinois 60611

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 132

Career Field Code CMD



Line Installer Repairer

It's a

BRIGHT

IDEA!

THE JOB:

A LINE INSTALLER/REPAIRER puts up poles and transmission towers. He strings wires and keeps the poles, connectors and wire repaired.

What is it like to be a Line Installer/Repairer

A Line Installer/Repairer works outdoors. Most of the time an Installer/Repairer works high above the ground on a telephone pole or a power line tower. On some towers the Installer/Repairer may work over 100 feet above the ground. An Installer/Repairer may work with low voltage local lines or with high voltage transmission lines. Because of very strict safety regulations, falls and shocks are rare.

Bad weather can cause power failures. When the power goes out the Installer/Repairer has to repair it as quickly as possible. The Installer/Repairer may get an emergency call any time of the day or night. The Installer/Repairer may work a lot of overtime on an emergency job.

A Line Installer/Repairer helps put up poles and towers. They put wires and other equipment on the poles. They may put steps and crossbars on the poles. They may read blueprints and they must be familiar with electrical regulations or codes.

The work can be very hot in the summer and very cold in the winter. The Installer/Repairer may have to work in rain, snow, and sleet. Of course, the Installer/Repairer gets to work in a lot of fresh air and sunshine too.

How much can you make

Earnings Range:	$3.35 - $12.00/hour and above
Most Workers Earn:	$5.90 - $ 9.10/hour
Usual Starting Salary:	$3.35 - $ 5.50/hour

Earnings depend on how much experience the Installer/Repairer has and if they work overtime.

Hours of work

Most Line Installer/Repairers work days, 40 hours/week. Some may work overtime in emergencies caused by bad weather or accidents

To prepare for this job you should...

Complete your high school education. Most employers such as utility companies or telephone companies offer on-the-job training.

High school courses that are helpful

English (spelling and grammar)
Mathematics
Physics
Electric Shop

Other training

A vocational course in electricity at an area vocational school or technical education center should be discussed with the local Joint Apprenticeship Committee.

The Armed Services train Line Installer/Repairers.

If you want to be a Line Installer/Repairer you should

-Not mind working high above the ground.
-Have good color vision.
-Be in very good physical condition.
-Like to work outdoors.
-Not mind working in all kinds of weather.
-Be able to follow instructions well.
-Be able to take responsibilities.
-Have steady nerves.

Don't Forget

1. You must be able to pass a strict physical examination.
2. You may have to take an aptitude test.
3. Some employers offer paid vacations and holidays, sick leave, health and life insurance, and retirement plans.
4. Line Installer/Repairers never stop studying new things about their job.
5. Many women are beginning to enter this field.

What does the future look like for this Job?

The demand for Line Installer/Repairers for power companies and for telephone service is expected to remain moderate but steady during the next five years. New methods of installing lines will prevent the total number of jobs from rising but new Installer/Repairers will be needed to replace those who quit, retire or die. Qualified Installer/Repairers may become troubleshooters, installers, supervisors or repairers. Generally, promotions are better in telephone service than with power companies.

For more information write to:

Telecommunications International Union
2341 Whitney Avenue
Handen, CT 06518

International Brotherhood Of Electrical Workers
1125 Fifteenth Street, NW
Washington, D.C. 20005

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 133

Career Field Code AFH

RAISING AND HANDLING SWINE

Livestock Rancher

It's a BRIGHT IDEA!

THE JOB:

A LIVESTOCK RANCHER/WORKER operates or works for a ranch or farm to raise or breed farm animals such as poultry or cattle.

What is it like to be a Livestock Rancher/Worker

A Livestock Rancher/Worker does many different jobs. They might do any one or more of the following:

(1) Direct or help with farming operations such as putting up fences for farm animals.
(2) Many decide how many of which kind of animal to fence together.
(3) Determine feed formula and feed animals by hand or by use of mechanical equipment.
(4) Treat sick animals personally or by calling on a veterinarian.
(5) Maintain farm machinery, buildings, and equipment.
(6) Market or negotiate sale or products.
(7) Record production, sales, receipts, expenditures and other farming data.
(8) Hire workers and keep pay and cost-accounting records.

How much can you make

Earnings depend on size of dairy herd and location of farm. Some earn as much as $40,000 - $55,000 a year.

Hours of work

Farm work is 24 hours/day. Usual work hours are from 5:00 a.m. to 7:00 or 8:00 p.m.

To prepare for this job you should...

Finish your high school education. If you have never had any farm background. The demand is for people with a college degree in agriculture. More technology is being used on the farm so people with college backgrounds are being hired to fill management positions.

High school courses that are helpful

Agriculture
Chemistry
Mathematics
Biology
General Science
Mechanical Shop course if available
You should also join an agriculture or 4-H club in high school.

Other training

There are many fields you might want to major in, in college such as: agriculture, animal science, crop production.

If you want to be a Livestock Rancher/Worker you should

-Like to build things.
-Like to work with science.
-Like to do many different things on the job.
-Remember things well.
-See clearly.
-Be able to repair farm equipment.
-Like to work and think hard for long periods of time.

Don't Forget

1.On any farm, there are many duties that must be done every day at certain times of the day.
2. Free of tensions, pressure, and deadlines of city living.
3. Days are long and work is hard.
4. Crops may be ruined by rain or wind damage.
5. Cattle or livestock could possibly catch a fatal disease.
6. Because of this, most Ranchers carry insurance policies on their livestock.

What does the future look like for this Job?

Most farms are a family business. Because of technology, the number of workers needed each year is fewer.

For more information write to:

Agricultural Directors
American Bankers Association
90 Park Avenue
New York, NY 10016

American Farm Bureau Federation
225 4th Avenue
Park Ridge, Illinois 60068

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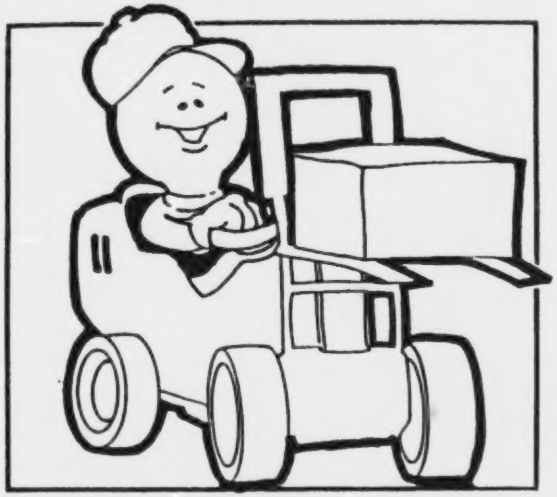
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 134

Career Field Code TMM



Loading Machine Operator

It's a

BRIGHT

IDEA!

THE JOB:

A LOADING MACHINE OPERATOR drives a special truck that can lift boxes and crates. Loading machines are used in warehouses to lift and move things.

What is it like to be a Loading Machine Operator

The Loading Machine Operator stacks crates in warehouses. They load and unload trucks and boxcars.

The Loading Machine Operator moves freight for large industrial firms and makes report of materials moved.

How much can you make

A lot depends on the size and type of business. You may start from $3.35 to $3.75/hour. Most earn $4.50 to $7.50/hour.

Hours of work

Usually 40 hours/week. Some work afternoon and midnights if the warehouse is open.

To prepare for this job you should...

Like to work with others. Like to drive and not be bothered by noise.
Know that loading docks can get hot or cold or wet because of the weather.
Be able to remember where everything is.

High school courses that are helpful

Auto Mechanics
Mathematics
Driver's Education
You may need a chauffer's license

Other training

On the job training is usually given.

If you want to be a Loading Machine Operator you should

-Be ready to work nights, weekends and holidays.
-Know that the work is hard and physically tiring.

Don't Forget

1. You may be expected to join a union.
2. Some Loading Machine Operators have to write up reports and count the inventory in a truck.
3. You may have to lift 100 pounds or more.

What does the future look like for this Job?

Employment in parts of the country is going up.

For more information write to:

Associated General Contractors Of America, Inc.
1957 E Street, NW
Washington, D.C. 20006

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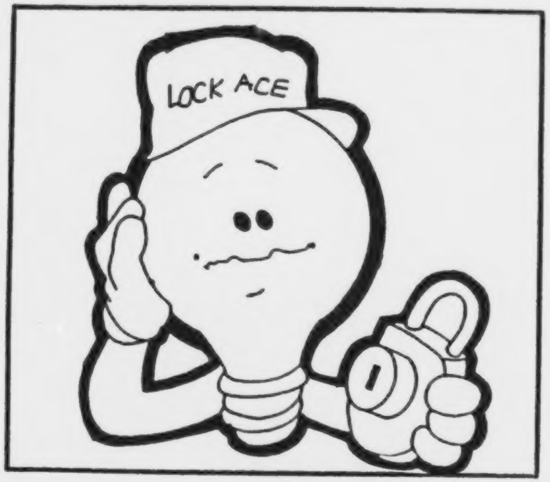
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 135
Career Field Code MCR



Locksmith

It's a
BRIGHT
IDEA!

THE JOB:

LOCKSMITHS make keys, and adjust or repair locks.

What is it like to be a Locksmiths

Locksmiths do most of their work indoors. They do some work in a repair shop. Much work is done on customers' property.

Locksmiths build and repair locks. They may use simple wrenches and screwdrivers to repair some locks and special levers, files and guages to repair many kinds of locks. They use metal cutting machines to make new keys for locks.

A Locksmith may have to design a key to replace a lost one. Locksmiths may design new parts to improve a lock. They may file down tumblers to change combination locks.

A Locksmsith may also have to be a good salesperson. Customers must be convinced that a Locksmith can offer the best security at the lowest possible cost. Security can require more than just standard locks. It may include electric-eye circuits and other electronic devices.

Some work is done sitting down or kneeling. Work on small locks requires little strength. Heavy work may be needed on safes or large door locks.

Most Locksmiths run their own businesses. Others work for large industrial firms, schools, and government agencies.

How much can you make

Earnings Range:	$3.35 - $9.00/hour
Most Workers Earn:	$5.25/hour
Usual Starting Salary:	$3.35 - $4.50/hour

Many Locksmiths charge a flat fee for making keys or whatever they are asked to do.

Hours of work

Industrial Locksmiths work days, 40 hours/week with occasional overtime. Self-employed Locksmiths average from 40 to 60 hours per week and may work on emergency jobs any time of the day or night.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Machine Shop
Drafting
Business Mathematics

Other training

You should get to know your local Locksmiths. A list of schools offering Locksmith training is available from the Associated Locksmiths Of America.

If you want to be a Locksmiths you should

-Enjoy solving mechanical puzzles.
-Have a lot of patience.
-Like to work with hand tools.
-Not mind working in cramped or awkward positions.
-Have good eyesight (glasses are ok).
-Be able to work sitting, standing, or kneeling.
-Not mind working alone.
-Follow written instructions well.

Don't Forget

1. A self-employed Locksmith must be a good businessman as well a good Locksmith.
2. Locksmiths spend a lot of time reading and studying to learn about new kinds of locks.
3. There are few apprenticeship programs and no formal standards at this time, but on-the-job training usually takes about three years.
4. Many employers offer paid vacations, holidays, insurance, health and retirement plans.

What does the future look like for this Job?

Economic conditions have little effect on jobs for Locksmiths. Nationally there is a general shortage of Locksmiths reported by the self-employed members of Locksmith Associations.

Opportunities are greatest in large towns and cities.

For more information write to:

U.S. Dept. Of Labor Bureau
Of Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

Associated Locksmiths Of America
3003 Live Oak Street
Dallas, Texas 75204

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VITAL INFORMATION FOR EDUCATION & WORK

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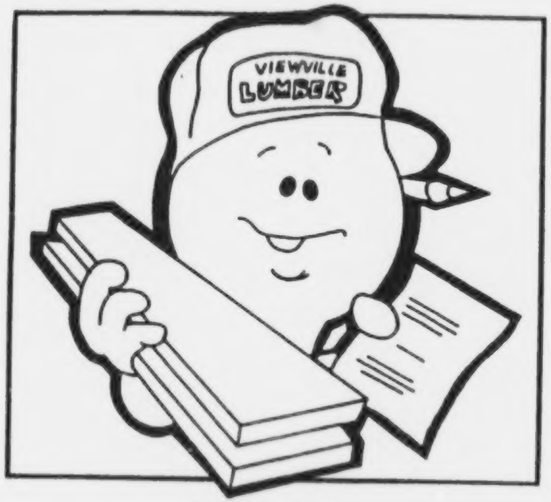
Career Field Code MHE



Lumber Handler

It's a

BRIGHT

IDEA!

THE JOB:

A LUMBER HANDLER stacks the lumber on furnance cars in a stock yard or shed to dry or to keep in storage.

What is it like to be a Lumber Handler

A Lumber Handler stacks lumber piece by piece in a warehouse or lumber yard. They may work with others to move and stack lumber. They must place sticks between each layer. They load and unload stacking machines.

This job can be dangerous and you must be in good physical shape. Although there are no special educational requirements for this job you must be able to follow directions and work well with others. You may have to work in very cold or very hot conditions.

How much can you make

Earnings Range:	$3.50 - $7.50/hour
Most Workers Earn:	$4.50 - $6.50/hour
Usual Starting Salary:	$3.50 - $4.00/hour

Hours of work

Usually 40 hours per week.

To prepare for this job you should...

A high school diploma is recommended, but may not be required.

High school courses that are helpful

Basic Arithmetic
English
Shop Courses

Other training

There are no specific training courses for a Lumber Handler.

If you want to be a Lumber Handler you should

-Like to do routine task.
-Follow directions.
-Work with machines.
-Lift and carry 50 and 100 pounds.
-Like to do heavy work.

Don't Forget

1. This job could be dangerous.
2. You must be able to follow directions of others.
3. You must be in good physical shape.
4. You may get bored doing the same thing over and over again.
5. There is no special educational requirements for this job.

What does the future look like for this Job?

The job market for Lumber Handlers should remain the same for the next few years.

For more information write to:

See your counselor.

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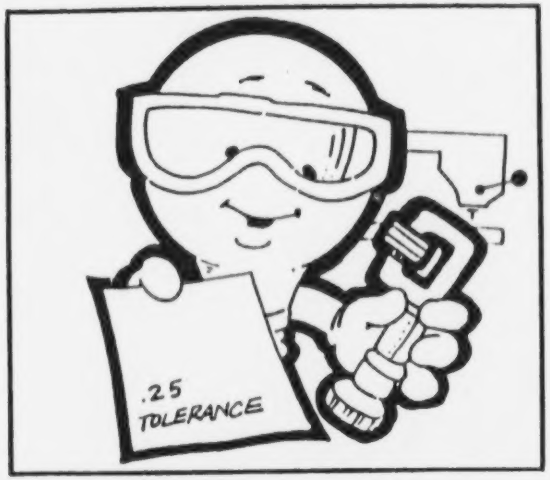
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 137

Career Field Code PWM



Machinist, General

It's a

BRIGHT

IDEA!

THE JOB:

A MACHINIST uses many different machine tools to cut and shape metal parts for all types of equipment.

What is it like to be a General Machinist

A Machinist works in a machine shop. A machine shop can be very noisy and dusty where some of the work is done. Most of the shop is kept very clean and well-lighted.

A Machinist cuts, grinds, smooths and shapes pieces of metal. The Machinist studies blueprints and drawings to see what size and shape to make each piece. The Machinist controls the shape, size, and depth of the cut. The Machinist may constantly oil the part to keep it from getting too hot during the cutting. The Machinist may do some of the final filing and smoothing with hand tools.

Machinists are employed by all metal-working industries such as automobile and machinery manufacturers. Machinists also work in many companies' repair shops. Textile mills hire Machinists for equipment maintenance.

A Machinist has to follow very strict safety regulations when working with high-speed tools. A Machinist has to follow instructions and drawings exactly because some parts may have to fit together with less than 10 millionths of an inch clearance.

How much can you make

Earnings Range:	$4.00 - $10.30/hour
Most Workers Earn:	$5.00 - $ 7.50/hour
Usual Starting Salary:	$4.00 - $ 5.00/hour

Hours of work

Most Machinists work days, 40 to 48 hours/week. In large plants, the Machinist may work on shifts.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

English (grammar and spelling)
Physics
Mathematics
Mechanical Drawing
Shop courses of all kinds.

Other training

A course in machine shop at an area vocational school or technical education center should be discussed with your local joint apprenticeship committee.

If you want to be a General Machinist you should

-Like to work indoors.
-Be able to tolerate the whine of high-speed machinery.
-Like to do very detailed, exact work.
-Take pride in a job well done.
-Be able to concentrate for long periods of time.
-Like doing many different jobs each day.
-Have good vision (glasses are ok).
-Like to work with hand tools and power tools.
-Be able to work standing up most of the day.
-Not mind working in dusty, greasy areas.

Don't Forget

1. The Apprenticeship Committee will be looking for people with good academic grades in high school.
2. Most Machinist belong to unions.
3. Machinist must follow strict safety regulations.
4. Most Machinist jobs are in large industrial cities.
5. Many employers offer paid vacations and holidays, life insurance, hospitalization, medical and surgical insurance, sickness and accident insurance, and retirement plans.

What does the future look like for this Job?

There will be a good demand for Machinists in a variety of companies. Qualified all-round Machinists may become tool and die makers, instrument makers, or machine programmers. Machinists may also be promoted to supervisory positions in a shop. Some Machinists open their own machine shops.

For more information write to:

National Tool, Die And Precision
Machinery Association
1411 K Street, NW
Washington, D.C. 20005

International Association Of
Machinist And Aerospace Workers
1300 Connecticut Avenue, NW
Washington, D.C. 20005

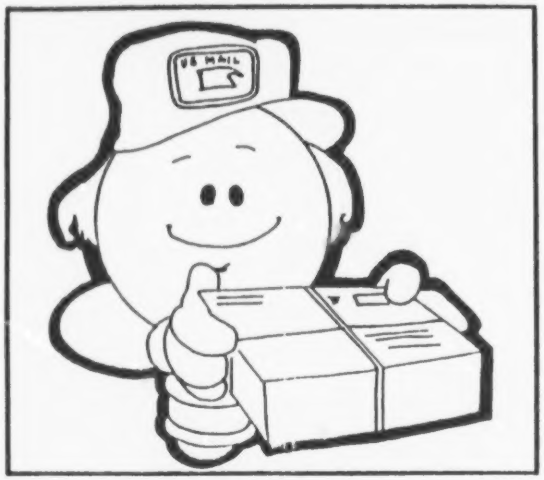
Florida Bureau Of Apprenticeships
1321 Executive Center Dr., E
Tallahassee, Florida 32301

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 138

Career Field Code CLE



Mail Carrier

It's a

BRIGHT

IDEA!

THE JOB:

A MAIL CARRIER delivers and collects mail for the U.S. Postal Service.

What is it like to be a Mail Carrier

A Mail Carrier does some work inside the post office. Most of the time a Mail Carrier works outside in all kinds of weather. A Mail Carrier may deliver mail from house to house on foot or by car, truck, or 3-wheeled scooter.

A Mail Carrier's day starts at the post office. The mail must be sorted and arranged according to the layout of the delivery route. A Mail Carrier may then walk the delivery route carrying a 50 pound sack of mail. While making deliveries the Mail Carrier must collect postage-due charges and get signatures for registered or special delivery mail. The Mail Carrier also records changes of address and readdresses mail to be forwarded. The Mail Carrier may also collect mail from boxes several times a day.

Bad weather might slow the mail down but it doesn't stop the mail. Constant walking and carrying a heavy pack can be hard on a Mail Carrier's feet, legs, and back. Dogs can be problems, too.

How much can you make

Earnings Range:	$7.00 - $9.00/hour
Most Workers Earn:	$7.00 - $8.60/hour
Usual Starting Salary:	$7.00 - $8.60/hour

Hours of work

Mail Carriers usually work days, 40 hours/week.

To prepare for this job you should...

Complete your high school education. This will help prepare you for the mail carrier examination.

High school courses that are helpful

English (grammar and spelling)
Basic Mathematics
Physical Education
Civics

Other training

Mail Carriers are selected by competitive written examinations. The times for the tests are posted in the main post offices and published in local newspapers. The people who score highest are put on a list. When new Mail Carriers are needed the people on the list are contacted to fill the jobs.

If you want to be a Mail Carrier you should

-Have a good memory.
-Follow instructions well.
-Be very good at organizing your work.
-Notice details.
-Not mind doing the same jobs over and over in the same way.
-Like work that doesn't require big decision.
-Be strong and healthy enough to lift and carry 50 pounds for long periods.
-Have good vision (glasses are ok).
-Be honest and dependable.

Don't Forget

1. A Mail Carrier must be a U.S. citizen. They must be bondable.
2. A Mail Carrier must have a driver's license.
3. A Mail Carrier must wear a uniform (the postal service pays a uniform allowance).
4. Mail Carriers must pass a physical examination.
5. Mail Carriers are fingerprinted.
6. The Postal Service offers paid vacations and holidays, sick leave, group insurance, retirement plans, and a uniform allowance.

What does the future look like for this Job?

There is moderate but steady demand for Mail Carriers. Right now there are more applicants than jobs. Qualified Mail Carriers may be promoted to supervisor, postal inspector, or assistant postmaster.

For more information write to:

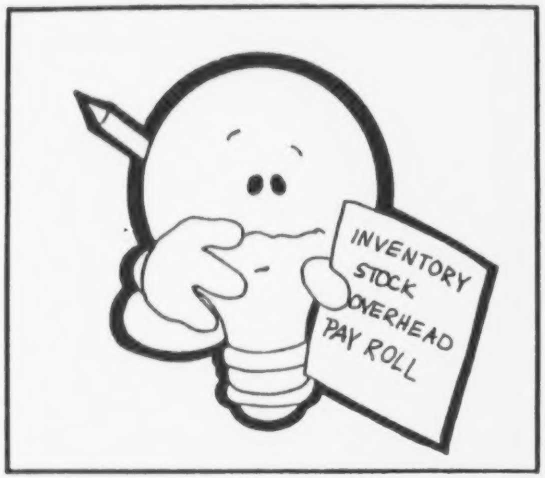
Visit the nearest office of the U.S. Postal Service.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 139

Career Field Code AMB



Management Trainee

It's a BRIGHT IDEA!

THE JOB:

A MANAGEMENT TRAINEE has assigned duties in business organizations that help them learn how the business works.

What is it like to be a Management Trainee

A Management Trainee works under the direction of a manager to gain knowledge and experience for promotion to management positions. They work in all types of departments including credit sales, advertising, accounting, traffic, warehousing, or personnel. They study and observe the techniques, methods, procedures, and standards used for performing their assigned duties.

How much can you make

Earnings Range:	$12,000 - $25,000/year and above for managers
Most Workers Earn:	$18,000 - $23,000/year
Usual Starting Salary:	$12,000 - $15,000/year

Salary depends on your education and experience.

Hours of work

Usually long hours in the beginning of your career.

To prepare for this job you should...

Finish your high school education with plans for at least two more years of education and/or training.

High school courses that are helpful

English
Mathematics
Bookkeeping
Any business courses that may be offered at your high school.

Other training

You should plan on getting a two-year associate degree, but better, would be a bachelor's degree in management, accounting, finance, marketing, or business administration. The Master in Business Administration (M.B.A.) is particulary valued.

If you want to be a Management Trainee you should

-Like to work with people.
-Do what you are told.
-Remember things well.
-Talk easily to people.
-Do math quickly.
-Pay attention to details.
-Be able to explain what you think.

Don't Forget

1. You are in constant contact with others.
2. You may be under some pressure as your responsibilities increase.
3. There are good opportunities for advancement.
4. You should be able to organize well and give others tasks, give clear directions, and learn from your mistakes.

What does the future look like for this Job?

There is always a need for Managers in all types of industries. The more education and/or training you have, the better your chances will be.

For more information write to:

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National Retail Merchants Association
100 West 31st Street
New York, New York  10001
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PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 140

Career Field Code AMB

MANAGER
VIEW BURGER
VB

Manager, Food and Beverage

It's a

BRIGHT

IDEA!

THE JOB:

A FOOD AND BEVERAGE MANAGER is responsible for the day-to-day operation of of a restaurant.

What is it like to be a Food and Beverage Manage

The duties of a Food and Beverage Manager are determined by the size of the establishment and the type of operation. They may supervise the kitchen staff and closely observe food preparation to be sure that health and sanitation regulations are met.

Food and Beverage Managers estimate the amount of food stuffs and staples needed, order and pay for them. They interview, hire, and train or supervise training of new employees. They keep cost accounts, take inventory, and inspect food for freshness and proper storage. They compare prices and quality of products from different suppliers to determine the sources which best meet the needs of the restaurant. They have frequent contacts with the customers to help establish a friendly atmosphere, to extend cordial recognition to repeat customers, and to discover ways of improving service.

How much can you make

Most workers can earn from $14,000 to $25,000/year. You may earn from $40,000 and above for larger exlusive restaurants.

Hours of work

The hours may be excessive. You may be the first to arrive at 5:30 a.m. and the last to leave at night.

To prepare for this job you should...

Plan to carry through policies of management. Deal effectively with persons of all levels. Be flexible, organized and ambitious.

High school courses that are helpful

Business
Psychology
History
Home Economics
Bookkeeping
Typing
Busines Management
Other College Preparatory Courses

Other training

Some restaurants require a 4 year degree in the area. Community colleges have 2 year programs in Hotel Management also.

If you want to be a Food and Beverage Manager you should

-Be prepared to work evenings and weekends.
-Plan to get a part-time job in a restaurant.
-Know that many franchises like McDonald's, Wendy's and Steak & Ale offer real good management opportunities.

Don't Forget

1. You will have to work with some customers who are not very easily pleased.
2. You will have to work many evenings and weekends.

What does the future look like for this Job?

Excellent opportunities exist in many areas for good Managers. Best chances are in larger cities.

For more information write to:

National Institute For The Food Service Industry
120 South Riverside Plaza
Chicago, Illinois 60606

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 141
Career Field Code AFH

Manager, Nursery

It's a BRIGHT IDEA!

THE JOB:

The NURSEY MANAGER runs a nursery where trees, shrubs, and flowering plants are grown and sold to farms, groves, gardens, and individuals.

What is it like to be a Nursey Manager

The Nursey Manager is responsible for: (1) selling plants and garden supplies, (2) determining kinds and amounts of plants to be grown, (3) selecting and buying seed fertilizer and gardening tools, (4) hiring and supervising workers, (5) helping customers by planning landscapes with them, (6) giving customers planting instructions.

In a small nursey, the Manager may also: (1) prepare soils and add necessary plant foods, (2) plant seed, seedlings, and bulbs, (3) transplant sod and plants, and (4) spray and dust plants.

How much can you make

Earnings Range:	$4.00 - $8.00/hour
Most Workers Earn:	$5.00 - $6.30/hour
Usual Starting Salary:	$4.00 - $5.00/hour

Hours of work

Usually 40 -48 hours/week. The busiest times are often weekends and holidays.

To prepare for this job you should...

Finish high school. Your knowledge of agriculture/horticulture could be increased by attending a college or university.

High school courses that are helpful

English
Mathematics
Biology
Chemistry
Courses In Horticulture Or Agriculture
Business Courses

Other training

Many vocational technical centers offer courses in horticulture which will give you a very good background in nursery management.

If you want to be a Nursey Manager you should

-Like to work with people.
-Like to do many different things on the job.
-Remember things well.
-Talk easily with people.
-Do mathematics problems quickly.
-Like to work with your hands.

Don't Forget

1. A lot of work will be done outside in good and bad weather.
2. You must be able to learn the different kinds of plants and where they are best grown.
3. You must be safety-minded when using fertilizers and insecticides.

What does the future look like for this Job?

As the need for plants grows, there will be more and more jobs for Nursey Managers and workers.

For more information write to:

University Of Florida
Ornamental Horticulture Dept.
2543 HSPP Building
Gainesville, Florida 32611

American Society For Horticultural Science
National Center For American Horticulture
Mt. Vernon, Virginia 22121

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 142
Career Field Code AMB

BUDGET
PAYROLL
BENEFITS

Manager, Office

It's a

BRIGHT

IDEA!

THE JOB:

An OFFICE MANAGER supervises the secretaries, bookkeepers and stenographers and other support personnel in an office.

What is it like to be an Office Manager

Office Managers schedule appointments. They analyze and organize office operations and procedures. They set work schedules and assign duties to all support personnel.

Office Managers evaluate office production and devise new forms to improve efficiency of work flow. They review office personnel performance and recommend raises for employees. They may supervise also - all typing, bookkeeping, payroll and other clerical services.

How much can you make

Earnings Range:	$ 7,500 - $20,000/year
Most Workers Earn:	$10,000 - $17,000/year
Usual Starting Salary:	$ 7,500 - $ 9,000/year

Hours of work

Normal work week - 8 to 5 pm. Some overtime possible.

To prepare for this job you should...

Finish high school. This job usually requires either two years of training or several years of experience.

High school courses that are helpful

Bookkeeping
Typing
Office Machines
Shorthand

Other training

Many vocational technical centers and community colleges offer courses that will help you learn office and secretarial skills and procedures.

If you want to be an Office Manager you should

-Like to work indoors.
-Like to be in charge of people and things.
-Like to work with office machines such as typewriters, calculators, and word processors.
-Be able to type at least 40-60 wpm.
-Dress neatly.
-See normally (glasses are ok).
-Have good speaking skills.

Don't Forget

1. Knowledge of shorthand is very important.
2. You may become a CPS (Certified Professional Secretary).
3. Many Office Managers have started out as secretaries.
4. You usually get 7 paid holidays and 2 weeks vacation per year.
5. With more education (Bachelor's Degree) you could enter a professional management position.

What does the future look like for this Job?

The job will be on the increase for the next few years. Even during slack times companies must process paperwork.

For more information write to:

Association Of Independent
Colleges And Schools
1 Dupont Circle, N.W.
Suite 350
Washington, D.C. 20036

Professional Secretaries International
2440 Pershing Road., Suite G10
Kansas City, Missouri 64108

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 143
Career Field Code AMB

JOB APPLICATION

Manager, Personnel

It's a

BRIGHT

IDEA!

THE JOB:

PERSONNEL MANAGERS hire and train new workers, fire poor workers, and promote good workers.

What is it like to be a Personnel Manager

Personnel Managers work for any businesses large enough to need a person just to take care of employee problems. A Personnel Manager is responsible for hiring new employees. The Personnel Manager also fires employees when necessary. Personnel Managers decide who should be promoted and who should get a raise. When employees have complaints, the Personnel Manager listens. In some companies the Personnel Manager is responsible for employee training programs.

Personnel Managers may spend part of each day interviewing people who apply for jobs. They may give aptitude tests to see what jobs people are best suited for. The Personnel Manager may also prepare work schedules.

Many Personnel Managers are also company recreation directors. They may organize company picnics, retirement banquets, or christmas parties. A Personnel Manager may organize a company softball team or bowling team to compete against teams from other companies.

Personnel Managers have a very hard job if business gets bad and workers have to be laid off. Telling good workers they won't have jobs for awhile is not a pleasant thing to do. A good Personnel Manager tries very hard not to hire more people than the company can afford to keep.

How much can you make

Earnings Range:	$15,000 - $50,000/year
Most Workers Earn:	$35,000 - $42,000/year
Usual Starting Salary:	$15,000 - $22,000/year

Hours of work

Most Personnel Managers are expected to work 40 hours a week but they may work longer hours if they need to.

To prepare for this job you should...

Finish your high school education with plans to attend college.

High school courses that are helpful

High school courses that will help you are the courses recommended by your guidance counselor or occupational specialist to prepare you for entrance to a college or university.

Other training

More and more companies are requiring a college degree for the position of Personnel Manager.

Some companies prefer to hire Personnel Managers with degrees in business administration. Others perfer liberal arts degree.

If you want to be a Personnel Managers you should

-Like to work with other people.
-Be able to lead people and inspire confidence.
-Write and speak well.
-Be able to explain things to other people easily and clearly.
-Prefer to work indoors.

Don't Forget

1. Many Personnel Managers start out as clerks in a company's personnel office.
2. On-the-job training usually lasts from 4 to 10 years.
3. Most employers offer paid vacations, discounts on company products, group insurance, profit sharing, and retirement plans.
4. The Personnel Manager of a large company may have the use of a company car or plane.

What does the future look like for this Job?

The demand for Personnel Managers is moderate but steady. As Personnel Managers gain experience they often move to larger companies for greater responsibilities and more pay and benefits.

For more information write to:

The American Society For Personnel
Administration
30 Park Drive
Berea, Ohio 44017

American Society For Training
And Development
600 Maryland Avenue, S.W.
Washington, D.C. 20024

PREVIEW

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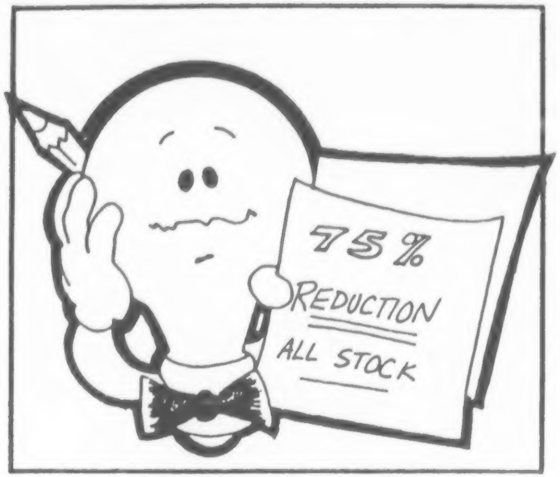
VIEW # 144

Career Field Code AMB



Manager, Sales

It's a

BRIGHT

IDEA!

THE JOB:

The SALES MANAGER hires, trains and supervises the sales staff of a company.

What is it like to be a Sales Manager

Sales Managers hire and train sales people and district or regional managers. They develop sales, and operate budgets for home office and field locations. They provide the leadership necessary to maintain customer service that meets the customer's needs and is profitable to the company.

Sales Managers develop incentive programs, sales contests, dealer and/or customer meetings, trade show exhibits, etc. They communicate field service problems to manufacturing and engineering departments. They recommend new products to improve or broaden the existing product line. They compile statistics on sales trends, market trends and overall sales success by specific product line. They develop long-range sales plans.

How much can you make

Earnings Range:	$350 - $900/week
Most Workers Earn:	$415 - $635/week
Usual Starting Salary:	$350 - $380/week

Depending on the size of the company and type of merchandise sold.

Hours of work

In excess of 40 hours per week, often work late hours.

To prepare for this job you should...

Finish your high school education. Although a college degree is not required most employers prefer that you have some college training.

High school courses that are helpful

Accounting
Psychology
Social Studies
Speech
English
Mathematics
Typing

Other training

Many businesses prefer to promote people from their working staff to the position of Sales Manager. Therefore, experience in the sales department of a large company is an excellent background for this job.

If you want to be a Sales Manager you should

-Like to work with people and get respect from them.
-Be able to explain ideas to others.
-Like to do many different things on the job.
-Be able to work and think hard for long periods.
-Understand words and ideas.
-Talk easily with people.
-Be able to think up new ideas.
-Remember things well.

Don't Forget

1. Sales Managers are responsible for company growth and customer good will.
2. You must be able to understand your company's products and explain them to customers.
3. There may be pressures when the company's products are not selling.

What does the future look like for this Job?

Opportunities are excellent. Jobs are best found in larger towns and cities.

For more information write to:

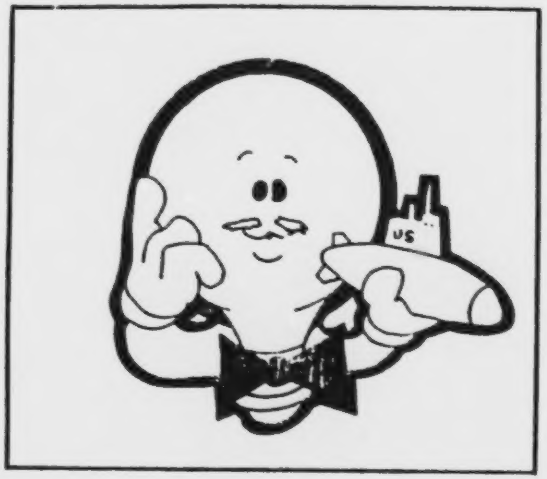
National Retail Merchants' Assoc.
100 West 31st Street
New York, New York 10001

Retail Grocer's Assn. Of Fla., Inc.
3500 E. Silver Springs Blvd., Suite 3
Ocala, Florida 32670

American Management
Assn. Bldg.
135 W. 50th Street
New York, NY 10020

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 145
Career Field Code ESA



Marine Engineer

It's a

BRIGHT

IDEA!

THE JOB:

MARINE ENGINEERS design and oversee installation and repair of marine power plants, mechanical and electrical equipment in ships, docks and marine facilities.

What is it like to be a Marine Engineer

Marine Engineers study drawings and detailed plans. They perform complex calculations. They oversee and evaluate operation of equipment.

Marine Engineers develop construction procedures. They design structures based on research and mathematical models. They oversee installation and repair of propulsion, heating, and ventilation systems.

How much can you make

Earnings Range:	$13,000 - $47,000/year
Most Workers Earn:	$22,000 - $33,000/year
Usual Starting Salary:	$13,000 - $17,600/year

Hours of work

Normally 40 hours/week but extended travel and office hours may be necessary to complete projects.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

English
Algebra
Trigonometry
Calculus
Geometry
Physics
Chemistry

Other training

A minimum of a bachelor's degree in engineering is required with a specialization in marine-related construction and design. It may be very helpful to get a master's degree in a speciality field.

If you want to be a Marine Engineer you should

-Like to work with science and mathematics and use those subjects to solve problems.
-Like to give directions.
-Be able to see clearly and identify colors.
-Like to work alone most of the time.
-Like to work with machines.
-Understand plans designs.

Don't Forget

1. Admission to engineering schools requires very good grades in high school subjects.
2. Some computer-related and physics studies are necessary.
3. There is great satisfaction in watching something being built that you have designed.

What does the future look like for this Job?

Jobs will be good for Marine Engineers as long as there is off-shore drilling work, beach erosion problems, and bridges to be built.

Greatest potential appears to be in energy-related construction.

For more information write to:

National Marine Engineers
Beneficial Association
17 Battery Place
New York, New York 10004

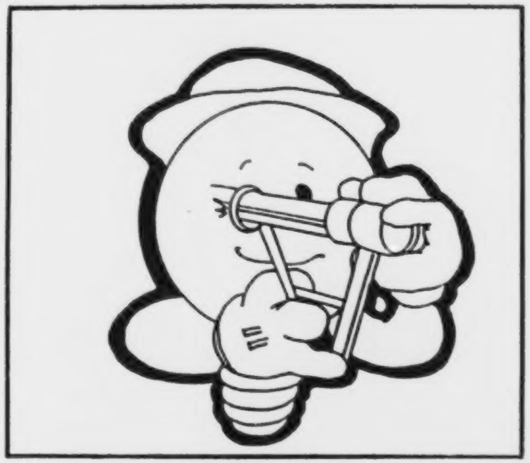
Seafarers International
Union Of North America
675 Fourth Avenue
Brooklyn, NY 11232

National Marine Union Of
America
36 Seventh Avenue
New York, NY 10011

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 146

Career Field Code ESA



Marine Surveyor

It's a

BRIGHT

IDEA!

THE JOB:

MARINE SURVEYORS survey marine vessels, such as ships, boats, tankers, and dredges to make certain the condition of hull, machinery and equipment meet insurance requirements.

What is it like to be a Marine Surveyor

Marine Surveyors examine underwater parts of hull while ship is drydocked to find what repairs need to be made. They inspect conditions that show repairs are needed.

Marine Surveyors inspect above-waterline section of ship to see that operating standards and standards for protection of crew are met. They observe testing of cargo gear.

Marine Surveyors prepare reports of all types of surveys conducted. They recommend actions and repairs.

How much can you make

Earnings Range:	$3.35 - $8.30/hour
Most Workers Earn:	$4.50 - $7.30/hour
Usual Starting Salary:	$3.35 - $5.35/hour

Hours of work

Usually 40 hours/week.

To prepare for this job you should...

Finish your high school education and take courses to give you a background in marine technology. Summer jobs with a Marine Surveyor will give you excellent experience and training.

High school courses that are helpful

English
Physics
General Science
Mathematics
Algebra
Geometry

Other training

Many people that enter this field take short courses beyond high school and then receive extensive on-the-job training. Marine surveying courses are part of the program for marine technology.

If you want to be a Marine Surveyor you should

-Like to work with detailed facts.
-Remember things well.
-Understand instructions.
-Like to work with machines.
-Be able to use mathematics and science to figure out a problem.
-Be able to climb and balance, stoop and kneel.

Don't Forget

1. You must read the instructions correctly.
2. You should be able to swim well.
3. The skills learned in this job can be applied to several other jobs.
4. This is a good job if you like to work outside and around water.

What does the future look like for this Job?

There are only a few jobs for Marine Surveyors and most of them are already filled.

For more information write to:

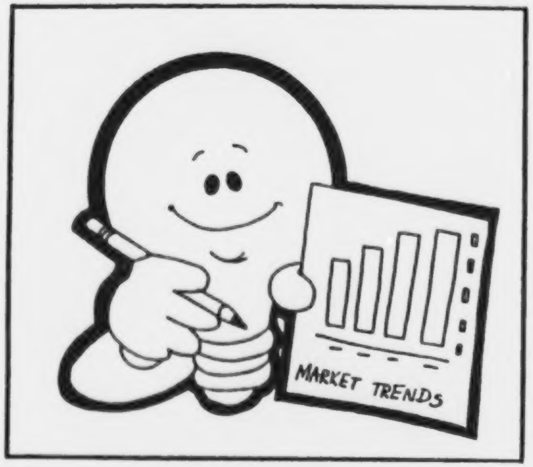
American Congress On Surveying And Mapping
210 Little Falls Street
Falls Church, Virginia 22046

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 147

Career Field Code SLR



Market Research Analyst

It's a

BRIGHT

IDEA!

THE JOB:

A MARKET-RESEARCH ANALYST looks into the market conditions in local, regional or national areas to decide if something can be sold or not.

What is it like to be a Market-Research Analyst

A Market-Research Analyst plans, directs and conducts advertising and public relations programs designed to help sell products and services. They create goodwill. They establish a favorable public image for the client.

Market-Research Analysts collect, analyze and interpret data to determine how a product or service will sell. They prepare reports and make recommendations. They assemble available printed data..

Market-Research Analysts acquire new data through personal interviews and questionnaires. They record the results of personal surveys.

How much can you make

Earnings Range:	$14,700 - $35,000/year
Most Workers Earn:	$18,000 - $24,000/year
Usual Starting Salary:	$14,700 - $16,800/year

Hours of work

Irregular because of deadlines, but the excitement and compensation make up for their irregularity and length.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

English
Speech
Mathematics
Journalism
Other College Preparatory Courses

Other training

You should get a bachelor's degree in communications, advertising, journalism, statistics or marketing.

If you want to be a Market-Research Analyst you should

-Like to work with people.
-Like to think of new ways of doing things.
-Speak clearly.
-Hear well.
-Be able to explain ideas to people.
-Be able to change other people's thoughts or ideas about something.
-Be creative.

Don't Forget

1. The hours may be irregular.
2. Travel is often required.
3. This field has a lot of competition.
4. It is a very exciting and challenging job.
5. You should be a real leader.

What does the future look like for this Job?

Most job openings are found in large towns and cities.

For more information write to:

The American Marketing Assoc.
230 N. Michigan Avenue
Chicago, Illinois 60601

Assoc. Of Industrial Advertisers
41 E. 42nd Street
New York, NY 10017

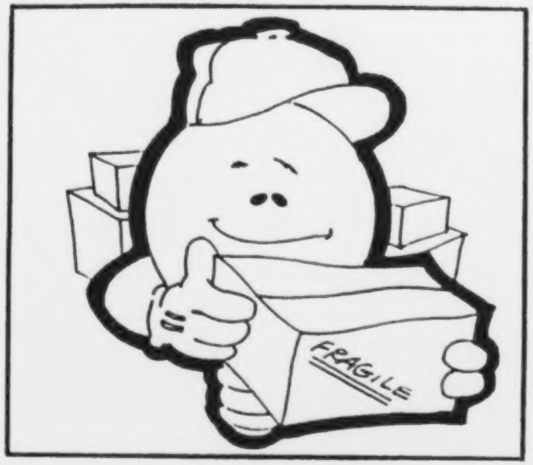
American Advertising Federation
1225 Connecticut Ave., N.W.
Washington, D.C. 20036

American Assoc. Of Advertising Agencies
200 Park Avenue

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 148

Career Field Code MHE



Material Handler

It's a BRIGHT IDEA!

THE JOB:

The MATERIAL HANDLER loads, unloads, conveys, stores and distributes materials within plants, warehouses, stores, or other establishments.

What is it like to be a Material Handler

The Material Handler places and removes materials onto or from trucks, pallets, trays, racks, shelves, conveyors, furnaces and machines by hand or by using material handling equipment such as fork-lift trucks. They move materials from one assigned area to another either by hand or mechanical equipment.

Material Handlers install strapping, bracing, or padding to prevent shifting or damage of materials. They put materials into stacks or bundles and band them together. They label and identify samples of materials. They count and weigh materials and record information.

Material Handlers clean work areas, machines and equipment, using air or water hose, brooms, rags and cleaning compounds. They may operate mechanical devices such as conveyors, industrial forklifts and trucks to convey materials from one area to another.

How much can you make

Earnings Range:	$3.35 - $8.00/hour
Most Workers Earn:	$3.35 - $7.50/hour
Usual Starting Salary:	$3.35 - $5.00/hour

Hours of work

Usually 40 hours/week. Some overtime may be necessary.

To prepare for this job you should...

Finish your high school education.

High school courses that are helpful

Woodworking (if offered)
Biology
Mathematics
Typing
Bookkeeping

Other training

Most training is done on-the-job.

If you want to be a Material Handler you should

-Like to do active, physical work.
-Like to do routine work.
-Like to work with others.
-Do what you are told.
-Be able to do a lot of standing, lifting, carrying, and reaching.
-Be able to handle materials weighing up to 100 pounds.
-Have good eye-hand coordination.

Don't Forget

1. You should know how to run a forklift or drive a small truck.
2. This is a steady job.
3. The education needed is not very much.
4. Job advancement is based on how much experience you have and how long you have worked with the company.

What does the future look like for this Job?

The job outlook at this time is steady. Many companies hire part-time Material Handlers for rush periods and large orders.

For more information write to:

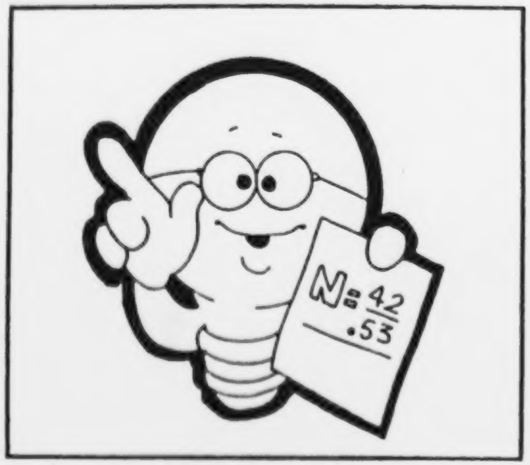
American Trucking Association, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 149

Career Field Code NSM



Mathematician

It's a

BRIGHT

IDEA!

THE JOB:

MATHEMATICIANS solve practical and theoretical problems for businesses, government agencies, schools and research institutes.

What is it like to be a Mathematician

A Mathematician usually works in an office. A Mathematician at a college or university may work in a classroom part of the time.

Many Mathematicians work in the research departments of many kinds of companies, others work for companies that do nothing but research for other companies. Mathematicians often work with other Mathematicians. They also work with computer programmers, data analysts, and statisticians.

A Mathematician may use a simple calculator. Some problems take hours to solve even on a very large computer. Many other mathematical problems have not yet been solved with any kind of calculator.

Mathematicians do two kinds of work. Theoretical Mathematicians work with pure mathematics. They are concerned only with the relations of mathematical ideas to each other. They do not worry about the relation of the mathematical ideas to anything in everyday life.

Applied Mathematicians are concerned with mathematical solutions to 'practical' problems. They use mathematics to study such things as space travel, social science, or even the effects of new drugs on diseases. Of course, applied Mathematicians aren't the only who do 'useful' work.

How much can you make

Earnings Range:	$15,000 - $30,000/year and above
Most Workers Earn:	$20,000 - $26,000/year
Usual Starting Salary:	$15,000 - $17,000/year depending on degree

Hours of work

Most Mathematicians in private industry work days, 35-40 hours/week. A Mathematician in a college or university often works more than 40 hours/week.

To prepare for this job you should...

Complete your high school education with plans to attend a college or university.

High school courses that are helpful

High school courses that will help you are the courses your counselor or occupational specialist recommends to prepare you for entrance to a college or university plus all the extra mathematics courses you can get.

Other training

You will need at least a bachelor's degree in mathematics and more jobs are requiring the master's degree. For a teaching job in a college or university mathematics department you will need a PH.D. degree.

If you want to be a Mathematician you should

-Like to work indoors.
-Enjoy mathematics.
-Have a good imagination.
-Have an active curiosity.
-Work easily with abstract ideas.
-Not mind sitting at a desk most of the day.

Don't Forget

1. About one-half of all Mathematicians in the United States work for private industries in research and development or administration.
2. About one-third of all Mathematicians in the United States work for colleges and universities.
3. Training in data processing and computer programming is becoming more important for research Mathematicians.
4. Many college or university Mathematicians also work as consultants for businesses and industries.

What does the future look like for this Job?

With the increased use of computers, many new opportunities have opened for Mathematicians. Well-trained Mathematicians often have opportunities to advance into high level positions in management and administration in universities or in companies engaged in research and development.

For more information write to:

Society For Industrial
& Applied
1405 Architects Bldg.
117 S. 17th Street
Philadelphia, PA 19103

American Mathematical Society
P.O. Box 6248
Providence, R.I. 02904

Mathematical Assoc. Of America
1529 18th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 150
Career Field Code ESA

GENERATOR PLANS

Mechanical Engineer

It's a

BRIGHT

IDEA!

THE JOB:

MECHANICAL ENGINEERS design and develop machines that produce, send and use power. They also design products or systems such as instruments, controls, engines and transfer systems.

What is it like to be a Mechanical Engineer

Mechanical Engineers design and develop machines which generate and use power. They supervise the installation, operations, maintenance and repairs of equipment.

Mechanical Engineers plan and direct engineering personnel. They evaluate field installations. They recommend design changes in machine or system function.

How much can you make

Earnings Range:	$1703/month - $35,000/year
Most Workers Earn:	$21,000 - $30,000/year

Earnings depend alot on the Degree you have and experience.

Hours of work

A Mechanical Engineer must work long hours to meet project deadlines and production schedules.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

English
Algebra
Plane and Solid Geometry
Trigonometry
Calculus
General Science
Physics
Chemistry

Other training

The minimum education requirement for this job is a bachelor's degree. This occupation requires a very heavy background in mathematics and science.

If you want to be a Mechanical Engineer you should

-Like to work with detailed facts.
-Be able to use mathematics and science to solve a problem.
-Understand plans and designs.
-Think of new ways of doing things.
-See clearly.
-Be able to judge distances and shapes.
-Be able to write reports.

Don't Forget

1. You must be able to work with mathematics and abstract concepts.
2. You may be required to work irregular hours on special or rush projects.
3. This type of job requires long planning, which can become boring.

What does the future look like for this Job?

With more use of machines in manufacturing companies, a greater number of Mechanical Engineers will be needed.

For more information write to:

American Institute Of Industrial
Engineers, Inc.
Institute Headquarters
25 Technology Park/Atlanta
Norcross, GA 30092

The American Society Of
Mechanical Engineers
345 E. 47th Street
New York, NY 10017

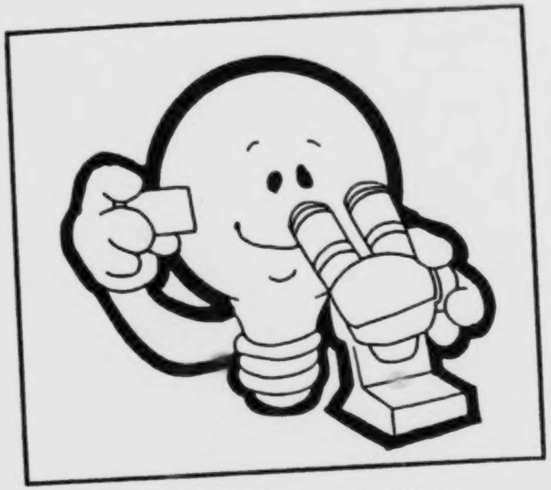
Natl. Soc. Of Professional Engineers
2029 K Street, N.W.
Washington, D.C. 20006

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 151

Career Field Code HTT



Medical Laboratory Assistant

It's a BRIGHT IDEA!

THE JOB:

MEDICAL LABORATORY ASSISTANTS make routine tests in medical laboratories to help treat and identify diseases.

What is it like to be a Medical Laboratory Assistant

A Medical Laboratory Assistant usually works in a hospital. Some Medical Lab Assistants work in clinics and doctor's offices.

A Lab Assistant works with other people trained in medical schools. A doctor (pathologist) is often in charge of the laboratory. There may be medical technologists (4 years of college training) in the lab. Many Medical Lab Assistants work closely with medical lab technicians (associate degree)

Medical Lab Assistants make routine tests to help identify and treat diseases. They may take blood samples from patients, prepare slides to be examined with a microscope, identify blood types and perform other tests as directed by laboratory supervisors.

Medical Lab Assistants clean glassware used in the laboratory, mix the solutions used in tests, and keep careful records of all the tests made in the laboratory.

A hospital laboratory is a very clean place to work. It is usually very comfortable and well-lighted. There may be a few strong odors, but there is little danger of injury or exposure to diseases if the job is done right. Laboratory Assistants rarely deal directly with patients except for such things as blood tests.

How much can you make

Earnings Range: $3.35 - $7.50/hour
Most Workers Earn: $4.00 - $6.00/hour
Usual Starting Salary: $3.35 - $3.75/hour

Hours of work

Most Medical Lab Assistants work days, 40 hours/week. Some hospital laboratories have evening and night shifts.

Weekend and part-time work is usually available.

To prepare for this job you should...

Complete your high school education with plans for at least one more year of training.

High school courses that are helpful

Biology
Chemistry
Algebra
Geometry
Physics

Other training

You will need to take a one-year course at a hospital school or technical education center to become a Certified Laboratory Assistant (CLA).

If you want to be a Medical Laboratory Assistant you should

-Like to work with other people.
-Work well as a member of a team.
-Like to work indoors.
-Have good eyesight (glasses are ok).
-Be calm in emergencies.
-Be able to handle delicate equipment without breaking it.
-Be able to work accurately even when you are in a hurry.
-Be able to pay attention to what you are doing even when you are bored.
-Not mind doing some of the same things over and over again.

Don't Forget

1. Graduates of a Certified Laboratory Assistants School can take an examination for registration with The Board of Registry of The American Society of Clinical Pathologists (A.S.C.P.).
2. Registered Certified Laboratory Assistants (A.S.C.P.) usually get the best jobs.
3. A two-year vocational technical course instead of a one-year vocational technical course can qualify you as a medical laboratory technician doing much of the same work as an assistant, but with more responsibility and higher pay.
4. Hospitals offer paid vacations, holidays, accident and health insurance.

What does the future look like for this Job?

There is a demand for Certified Medical Laboratory Assistants. Most jobs will be found in larger hospitals and clinics.

For more information write to:

Board Of Schools
American Society Of Clinical Pathologists
2100 W. Harrison Street
Chicago, Illinois 60612

American Society Of Medical Technology
Suite 1600, Herman Professional Building
330 Meadowfern Drive
Houston, Texas 77025

American Medical
Technologists
710 Higgins Road
Park Ridge, ILL 60068

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 152
Career Field Code HTT

Medical Laboratory Technologist

It's a BRIGHT IDEA!

THE JOB:

MEDICAL LABORATORY TECHNOLOGISTS make laboratory tests for hospitals, clinics, nursing homes, private physicians, and research groups.

What is it like to be a Medical Laboratory Technologist

A Medical Lab Technologist usually works in a hospital laboratory. Some Medical Lab Technologists work in clinics, nursing homes, or doctors' offices. A Medical Lab Technologist may also work for businesses that do medical and biological research.

The Technologist is usually a supervisor in a medical laboratory. They guide and instruct other laboratory workers. Other laboratory workers are medical technicians and medical lab assistants. A Medical Lab Technologist often works closely with a doctor called a pathologist.

A Medical Lab Technologists perform many kinds of tests in the laboratory. They may make blood tests and wine tests. They may examine body cells for signs of cancer. They may identify viruses or bacteria that causes diseases.

A Technologist doing research work might set up new ways of making laboratory tests. Some Medical Lab Technologists teach courses in medical technology. A few Medical Lab Technologists only do lab work. There may be some strong chemical odors but modern air-conditioning helps control them. There is not much danger of injury or disease when lab work is done correctly. Except for things like blood samples, the Medical Technologist doesn't see many patients.

How much can you make

Earnings Range:	$12,500 - $18,500/year
Most Workers Earn:	$15,000 - $17,000/year
Usual Starting Salary:	$12,500 - $14,500/year

Hours of work

Most Medical Lab Technologists work days, 40 hours/week. Some hospital laboratories have evening and night shifts. Some weekend or holiday work may be required.

To prepare for this job you should...

Complete your high school education with plans to attend 3 or 4 more years of school.

High school courses that are helpful

Chemistry
Biology
Physics
Mathematics

Other training

You will need three years of college study including courses in biology, chemistry and mathematics.

You will also need one year of study at a school of medical technology.

You should contact schools of medical technology to find out what colleges or courses they recommend for your first three years of college.

If you want to be a Medical Laboratory Technologist you should

-Like to work with other people.
-Prefer to work indoors.
-Be able to write and speak clearly.
-Be able to give instructions so that they are easily understood.
-Be calm in emergencies.
-Appreciate big responsibilities.
-Have good color vision.
-Work very accurately even when you are in a hurry.

Don't Forget

1. Graduates of a school of medical technology approved by The American Medical Association can take an examination for registration with The American Society of Clinical Pathologists (A.S.C.P.).
2. Medical Technologists must be certified by The American Medical Technologists Association.
3. Many hospitals provide free uniforms and free uniform laundry for laboratory technologists.
4. Hospitals usually offer paid vacations and holidays, accident insurance, and health insurance.

What does the future look like for this Job?

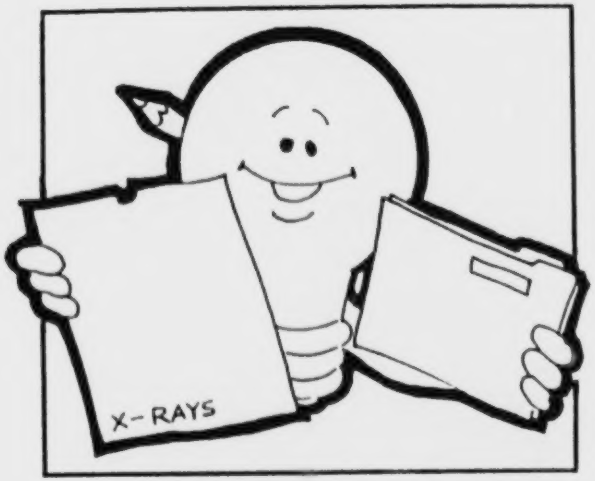
There is a demand for Certified Medical Laboratory Technologists. Experienced laboratory technologists may be promoted to positions as high as chief medical technologist in a hospital. Graduate study may be necessary for many teaching and research positions.

For more information write to:

Board of Schools
American Society of Clinical Pathologists
2100 W. Harrison Street
Chicago, Illinois 60612
0-
American Society of Medical Technologists
Suite 1600, Hermans Professional Building
330 Meadowfern Drive
Houston, Texas 77025

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 153
Career Field Code HTT



Medical Records Technicial

It's a BRIGHT IDEA!

THE JOB:

A MEDICAL RECORDS TECHNICIAN makes and keeps medical records, prepares reports and, in general, is responsible for assembling medical information.

What is it like to be a Medical Records Technician

The Medical Record Technician is a specially trained assistant to the Registered Record Librarian. In some areas where there is a shortage of Medical Librarians, the Record Technician functions as head of the Medical Record Department. Typical duties include:

(1) Types medical records.
(2) Prepares statistical records.
(3) Supervises clerical workers.
(4) Reviews medical records for completeness.
(5) Works with medical staff on research projects.
(6) Takes records to courts or attorneys' offices.
(7) Codes diseases, operations, diagnoses, and treatments.
(8) Maintains indexes on patient, disease, operations, and other categories.
(9) Maintains flow of medical records of reports to departments.

How much can you make

Earnings Range:	$3.35 - $6.50/hour
Most Workers Earn:	$4.75 - $5.75/hour
Usual Starting Salary:	$3.35 - $5.00/hour

Hours of work

Usually 40 hours/week. Some shift work may be necessary in large hospitals.

To prepare for this job you should...

Finish high school with plans to attend a 1 or 2 year Medical Record Technician program. Part-time work in a hospital may be valuable experience.

High school courses that are helpful

English
Anatomy
Physiology (if offered)
Typing
Bookkeeping
Office Practice
Business Math

Other training

Many community colleges and area vocational technical centers offer training in medical record technology.

If you want to be a Medical Records Technician you should

-Like to work with people.
-Be organized.
-Pay close attention to small details.
-Remember things well.
-Understand instructions.
-Use correct english.
-Be able to use your eyes for long periods of time.

Don't Forget

1. You must pass an exam given by The American Medical Association.
2. You must be careful about whom you release records to.
3. This a job that carries a lot of responsibility.

What does the future look like for this Job?

Opportunities are best in large towns and cities in large hospitals.

Opportunities for part-time work will be available. Employment will grow from the increase use of health insurance and medicare and medicaid.

For more information write to:

Visit your local hospital and talk with the Medical Record Technician there.

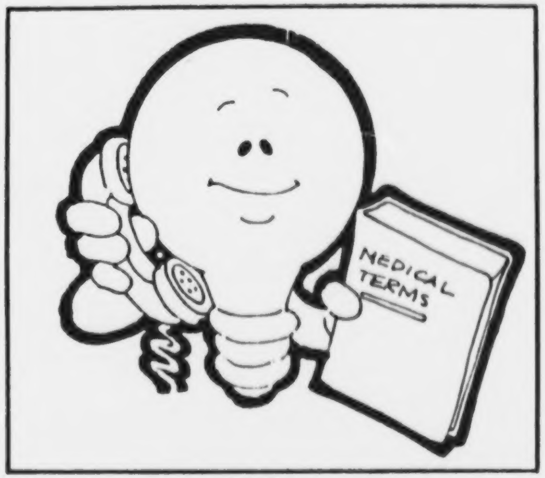
American Medical Record Association
John Hancock Center, Suite 1850
875 N. Michigan Avenue
Chicago, Illinois 60611

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 154

Career Field Code CLE



Medical Secretary

It's a

BRIGHT

IDEA!

THE JOB:

MEDICAL SECRETARIES help the business part of medicine run smoothly.

What is it like to be a Medical Secretary

Most Medical Secretaries work in doctors' offices. Others work in hospitals, clinics and nursing homes. Modern medical offices are clean, well-lighted and air-conditioned.

Medical Secretaries must be good typists. They must be able to take shorthand. They must also be familiar with medical terms and procedures. A doctor in private practice may have only one secretary to handle all the medical records and office work. She may schedule patients' appointments and answer telephone calls. She may be responsible for billing and other bookkeeping. She orders medical supplies and office forms. She must also update and file medical records, fill out insurance forms and laboratory reports, and type correspondence for the doctor. Larger offices may divide the work among a receptionist, file clerk, secretary, and bookkeeper.

Medical Secretaries often take care of personal paperwork for doctors. They may take the minutes of hospital board meetings or other business conferences. They may also keep doctors' own insurance forms in order.

How much can you make

Earnings Range:	$3.35 - $6.25/hour
Most Workers Earn:	$3.35 - $5.00/hour
Usual Starting Salary:	$3.35 - $3.80/hour

Hours of work

Medical Secretaries usually work 5 days, 40 hours/week.

To prepare for this job you should...

Finish your high school education with plans to take a one or two year Medical Secretary course at a vocational technical education center or business college.

High school courses that are helpful

Typing
Shorthand
Bookkeeping
English
Latin
Chemistry
Biology

Other training

Medical Secretary courses for high school graduates usually last from 11 months to 2 years.

If you want to be a Medical Secretary you should

-Prefer to work indoors.
-Like to work with other people.
-Be able to keep up with your work without someone telling you what to do next.
-Be able to keep secrets (medical records are very private matters).
-Have a good memory for details.
-Not mind sitting at a desk most of the day.

Don't Forget

1. It is almost impossible to get a job as a Medical Secretary without some training after high school.
2. Almost all Medical Secretaries are women.
3. Most medical employers offer paid vacations, and holidays, life and health insurance, sick leave, and retirement plans.
4. Hospital employees often get free yearly physicals.
5. A doctor's secretary usually travels with the doctor on trips to medical conventions, lecture tours, or other business trips.

What does the future look like for this Job?

Openings will be created by the large number of Medical Secretaries who quit working each year. Experienced Medical Secretaries usually are not promoted to other jobs but they do get pay raises. Secretaries in large offices may supervise other employees.

For more information write to:

American Assoc. of Medical
Assistants
One East Wacker Drive
Chicago, Illinois 60601

Assoc. of Independent
Colleges and Schools
1730 M Street, N.W.
Washington, D.C. 20036

Professional Secretaries
International
2440 Pershing Rd., Suite 610
Kansas City, MO 64108

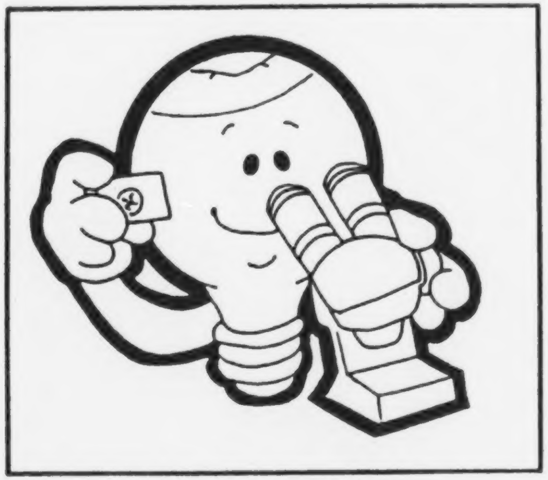
American Medical Technologist
710 Higgins Road
Park Ridge, Illinois 60068

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 155

Career Field Code HTT



MEDICAL TECHNOLOGIST

It's a BRIGHT IDEA!

THE JOB:

The MEDICAL TECHNOLOGIST does laboratory test to help doctors diagnose and treat diseases.

What is it like to be a Medical Technologist

Medical Technologist is a challenging job. It is also very satisfying to be able to help people and to contribute to medical science. The work must be done quickly and carefully, even in emergencies.

The duties of a Medical Technologist may include taking blood from patients and examining it. They may also include identifying blood factors for transfusions. Checking the chemical make up of other body fluids and tissues. Working conditions are usually very clean and comfortable.

How much can you make

Earnings Range:	$15,000 - $25,000/year
Most Workers Earn:	$18,000 - $23,000/year
Usual Starting Salary:	$15,000 - $17,000/year

Hours of work

Usually 40 hours per week, may require some evening or weekend work.

To prepare for this job you should...

A four year bachelor's degree in Medical Technology or a related field is required. Certification by the American Medical Technologist is also required.

High school courses that are helpful

Chemistry
Biology
Physics
Math through Trigonometry
Other College Preparatory Courses

Other training

Two-year programs are available at some Florida community colleges as a Medical Technician.

If you want to be a Medical Technologist you should

-Like to work with science.
-Like to work with detailed facts.
-Work with machines.
-Remember things well.
-Write reports.

Don't Forget

1. This is challenging, and satisfying work.
2. This is an opportunity to serve society.
3. You must be able to lift up to 20 lbs.
4. You should be able to judge distance and shapes of objects.
5. The work must be done rapidly and accurately, even in emergencies.

What does the future look like for this Job?

Opportunities for advancement in salary are good.

There are about 500 openings per year in Florida for Medical Technologist.

For more information write to:

American Society of Clinical
Pathologists
Board of Registry
P.O. Box 12270
Chicago, Illinois 60612

American Medical Technologists
710 Higgins Road
Park Ridge, Illinois 60068

American Society for Medical
Technology
330 Meadowfern Drive
Houston, TX 77067

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 156
Career Field Code NPD

YOU AND YOUR BABY

Midwife

It's a BRIGHT IDEA!

THE JOB:

A MIDWIFE works under the direction of an obstetrician and helps pregnant women have and care for their babies.

What is it like to be a Midwife

A Midwife has many different duties that have to do with before, during, and after care of having a baby.

The Midwife provides medical care and treatment to pregnant women under the direction of an obstetrician (a doctor that delivers babies). A Midwife delivers babies and tells the patient about the health care before and after the baby is born.

With the obstetrician, the Midwife helps with the first examination of the obstetrical patient. Then, the Midwife takes over the rest of the examinations of the patient during pregnancy. When it is time to deliver the baby, the Midwife stays with the patient during labor to reassure and instruct the patient and provide medical care.

The Midwife must maintain records of cases to put in a file, just as a doctor would have to do.

How much can you make

Earnings Range:	$13,000 - $20,000/year
Most Workers Earn:	$14,000 - $17,000/year
Usual Starting Salary:	$13,500/year

Hours of work

Hours vary depending upon the patient.

To prepare for this job you should...

Finish high school with plans to attend a college or university. You might want to work part-time at a hospital to get a feel for medical work.

High school courses that are helpful

Mathematics
Anatomy
Biology
Physiology
English
Typing

Other training

A 2-3 year associate degree R.N program is offered by many community colleges. A 4-year bachelor degree in R.N. program can be taken at a university.

If you want to be a Midwife you should

-Like to help others.
-Not mind working in conditions where some of the people feel sick.
-Be patient.
-Be able to pass a physical examination.
-Stay free from communicable diseases.

Don't Forget

1. A Midwife is usually a R.N. (registered nurse) who specializes in childbirth. A Midwife must be a registered nurse.
2. Physical exams and aptitude tests are usually required.
3. You will be helping people help themselves.

What does the future look like for this Job?

There is always a need for people in the health related fields. Many women are using Midwives due to the high cost of hospital care.

For more information write to:

American Assoc. Of Nurse
Anesthetists
216 Higgins Road
Park Ridge, Illinois 60068
0-
National League of Nursing
10 Columbus Circle
New York, New York 10019

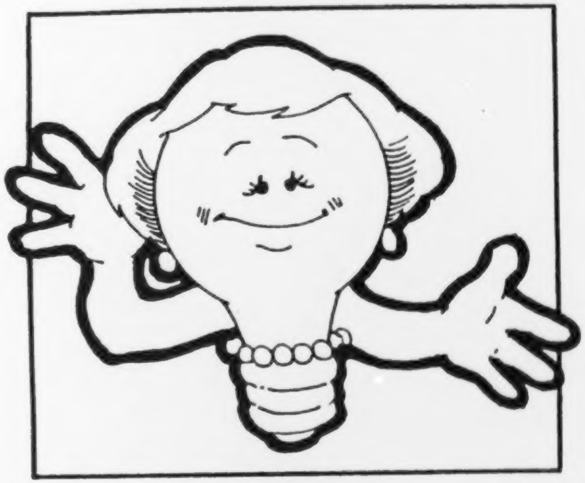
American Nurses' Assoc.
2420 Pershing Road
Kansas City, MO 64108

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 157

Career Field Code MAS



Model

It's a BRIGHT IDEA!

THE JOB:

A MODEL is a person who makes clothing look more attractive by looking attractive in the clothing. A Model helps sell clothing to wholesale and retail customers.

What is it like to be a Model

A Model works in a fashion showroom or retail store. A fashion showroom is run by a clothing manufacturer to show new garments to wholesale buyers. A retail store employs Models to show the latest fashions to its customers.

A manufacturer's showroom Models are usually hired on a year-round full-time basis. The Model may spend a lot of time sitting around doing nothing until the buyers arrive. When the buyers do arrive the Model must immediately look fresh and energetic.

Retail Models are not as highly paid as showroom Models. They don't work as hard either. Some days a retail Model may not show more than 3 or 4 outfits. A retail Model may spend the whole day just wearing a new style around the store.

Models may have only a couple of minutes to change outfits, but they must look as good as if they had spent a couple of hours getting dressed. Even at the end of a long day a Model must be able to walk briskly, turn gracefully, and smile radiantly.

How much can you make

Most Models only work as Models part-time during busy seasons and do something besides modeling the rest of the year.

Models ar usually paid by the hour and the pay can vary.

Top Models can earn up to $250,000/year but there aren't many of them.

Hours of work

Hours will vary depending on when the show is held and if you work full or part time as a Model.

To prepare for this job you should...

At least complete your high school education. You may be able to get a job as a teen model in a department store while you are still in school.

High school courses that are helpful

English
Speech
Drama

Other training

You should take a professional modeling course at a charm school.

If you want to be a Model you should

-Have a good posture.
-Be enthusiastic about your work.
-Have the endurance to work on your feet all day.
-Like to work with other people.
-Be patient, poised, and self-confident.
-Be able to wear a size 10 clothing perfectly.
-Like being onstage by yourself in front of an audience.
-Have normal hearing and eyesight.

Don't Forget

1. To work as a Fashion Model you should be from 5'5 to 5'11 tall in 2 1/2 heels.
2. You should be sure any charm school you want to attend has a placement service and is approved by The Modeling Association of America.
3. Majority of Models work in New York City.
4. Most employers offer paid vacations and holidays, group insurance, and retirement plans.
5. Many employers offer free hair styling and free clothing for Models.
6. Most Models are women, but a few are hired to model men's clothing.

What does the future look like for this Job?

There is a limited demand for Models. There is a lot of competition for the openings that do exist. Some experienced Models become fashion consultants for magazines, stores, and clothing manufacturers.

For more information write to:

Model's Mart, Ltd.
19 East 48th Street
New York, New York 10017

World Modeling Assoc.
P.O. Box 100
Croton-On-Hudson, NY 10520

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 158

Career Field Code NPD

Music Therapist

It's a

BRIGHT

IDEA!

THE JOB:

A MUSIC THERAPIST plans, organizes and directs musical activities as part of the care and treatment of patients.

What is it like to be a Music Therapist

Music Therapists select the right background music for patient's activities. They accompany and lead individual and group singing. They instrut individuals or groups to play instruments such as autoharp, ukelele, guitar, recorder, song bells, drums, and other percussion instruments.

Music Therapists work with individuals or groups on rhythmic activities. They plan programs. They direct vocal and instrumental groups. They work with groups and individuals.

Music Therapists study and analyze patient's reactions to various experiences. They prepare reports. They give reports to treatment teams.

How much can you make

Earnings Range:	$175 - $325/week
Most Workers Earn:	$210 - $275/week
Usual Starting Salary:	$175 - $225/week

Hours of work

Usually 40 hours/week. Some weekend or overtime work may be necessary.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

Biology
Sociology
English
Speech
History
Music
Psychology

Other training

Besides a bachelor's degree, you must go through a 6-month period of clinical training in an approved music therapy program under the direction of a registered music therapist.

If you want to be a Music Therapist you should

-Like to help people.
-Be able to play some musical instruments.
-Use listening skills well.
-Speak clearly.
-Be able to write reports.

Don't Forget

1. A Music Therapist must be a good musician.
2. You will have a chance to test your own ideas and think for yourself.
3. Work can be discouraging when no signs of progress are evident.
4. You may work with retarded children, emotionally disturbed people, and older adults.

What does the future look like for this Job?

This is a new field and many job opportunities are available. However, some professionals cannot see the need for Music Therapy.

For more information write to:

National Assoc. For Music
Therapy, Inc.
901 Kentucky, Suite 206
P.O. Box 610
Lawrence, Kansas 66044

American Music Conference
150 E. Huron
Chicago, Illinois 60611

National Therapeutic
Recreational Society
1601 N Kent Street
Arlington, VA 22209

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 159

Career Field Code HTT

ISOTOPE
RADIOACTIVE

Nuclear Medical Technologist

It's a

BRIGHT

IDEA!

THE JOB:

NUCLEAR MEDICAL TECHNOLOGISTS conduct radioactive tests to diagnose diseases and injuries.

What is it like to be a Nuclear Medical Technologist

The Nuclear Medical Technologist works under the direction of a physician and senior technician. They perform a variety of technical procedures that use that use radionuclides for the diagnosis and therapy of disease in humans.

The Nuclear Medical Technologist has many duties including: Receiving, positioning, and attending to patients, getting information from patient records, helping the physician in the use of radiopharmaceuticals, operating equipment, developing film, and maintaining records of all procedures used.

In addition to these and other duties, the Nuclear Medical Technologist must safely store radioactive materials and dispose of the radioactive waste. They are also responsible for keeping their work area clean and sanitary.

How much can you make

Earnings Range:	$10,000 - $18,500/year
Most Workers Earn:	$13,250 - $16,000/year
Usual Starting Salary:	$10,000 - $12,000/year

Hours of work

Usually 40 hours/week. May include some weekends and nights.

To prepare for this job you should...

Finish high school with plans to have at least 2 more years of training.

High school courses that are helpful

Algebra
Physics
Chemistry
Biology
Any other science courses your school offers

Other training

To become a registered technician, you must complete an approved nuclear medical technology program. To be certified, you must take an exam offered by The American Registry of Radiologic Technology or The Registry of Medical Technology.

If you want to be a Nuclear Medical Technologist you should

-Like to work with machines.
-Remember things well.
-Not mind taking a certain amount of risk.
-Meet exact standards on the job.
-Like to work with detailed facts.
-Be able to see details and differences in charts and writing.
-Follow instructions exactly.

Don't Forget

1. Some schools offering this program may require an application and entrance exam.
2. You will be working with radioactive materials.
3. You will be helping other people.
4. You will work closely with other medical personnel.
5. Certification is required.

What does the future look like for this Job?

This is a new field, so there is a great demand for qualified Nuclear Medical Technologists.

For more information write to:

American Society of Radiologic
Technologists
1500 Central Avenue, S.E.
Albuquerque, New Mexico 87123

Society of Nuclear Medical Technologists
1201 Waukegan Road
Glenview, Illinois 60025

Society of Nuclear Medicine
475 Park Avenue., S.
New York, NY 10016

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 160

Career Field Code NPD

MILK OF MAGNESIA

Nurse, General Duty

It's a BRIGHT IDEA!

THE JOB:

A GENERAL DUTY NURSE follows the doctors' instructions to care for a patient and uses their own knowledge plus the doctors' instructions to supervise licensed practical nurses, nurse aids and orderlies.

What is it like to be a General Duty Nurse

A General Duty Nurse may work in a hospital, and industrial clinic, a doctor's office, a public health clinic, or a private home. Wherever they work General Duty Nurses perform the duties prescribed by a patient's doctor.

General Duty Nurses in hospitals observe a patient's progress and make detailed medical reports to the doctor. General Duty Nurses also instruct licensed practical nurses, nurse aids, and orderlies in the proper care of a patient.

Some General Duty Nurses work as private duty nurses providing constant care and observation for critically ill patients. They are paid by the patient or the patient's family instead of by the hospital.

Public Health Nurses care for patients in public health clinics, or visit patients at home. They also give lectures in public health education programs.

Industrial Nurses work in clinics and may give emergency treatment for industrial accidents. They must keep the patient in the best possible condition until a doctor arrives.

All General Duty Nurses must work on their feet many hours each day. They are exposed to many diseases and unpleasant sights, sounds, and smells. Regardless of pay and special benefits, the nurse's greatest reward must be the gratitude of the patients she helps.

How much can you make

Earnings Range:	$200 - $500/week
Most Workers Earn:	$280 - $310/week
Usual Starting Salary:	$230 - $250/week

Hours of work

Most General Duty Nurses work 40 hours/week on any shift. General Duty Nurses may work weekends or holidays.

To prepare for this job you should...

Complete your high school education with plans for at least 3 more years of training.

You may be able to work as a nurses aid while you attend nursing school.

High school courses that are helpful

Biology
Chemistry
English
Mathematics
Hygiene

Other training

You must graduate from one of three types of nursing programs:
(1) A 2 year associate degree program at a junior college or technical education center.
(2) A 3 year diploma program at a hospital school or independent nursing school.
(3) A 4 to 5 year bachelor's degree program at a college or university.

You should write to the ANA-NLN Committee on Nursing Careers to get a list of approved nursing schools in your area.

If you want to be a General Duty Nurse you should

-Have a desire to serve people.
-Be sympathetic to other people's needs.
-Remain calm and be able to make mature judgments in emergencies.
-Be able to follow orders and instructions exactly.
-Be strong enough to lift up to 50 pounds.
-Have enough endurance to stay on your feet for many hours at a time.
-Not be easily upset emotionally.

Don't Forget

1. The better trained you are, the more nursing jobs you will qualify for.
2. Nurses may get free meals during duty hours and the services of a free health clinic.
3. Some employers offer free uniforms and free uniform laundry for nurses.
4. Most employers offer paid vacations and holidays, group insurance, sick leave and retirement plans.

What does the future look like for this Job?

The best place to find a job is in a large hospital in an urban area. Both full-time and part-time work is available. Promotions to supervisory positions usually require experience plus a master's degree in nursing.

Opportunities are expected to remain good for several years.

For more information write to:

ANA-NLN Committee on Nursing Careers
American Nurses' Association
10 Columbus Circle
New York, New York 10019

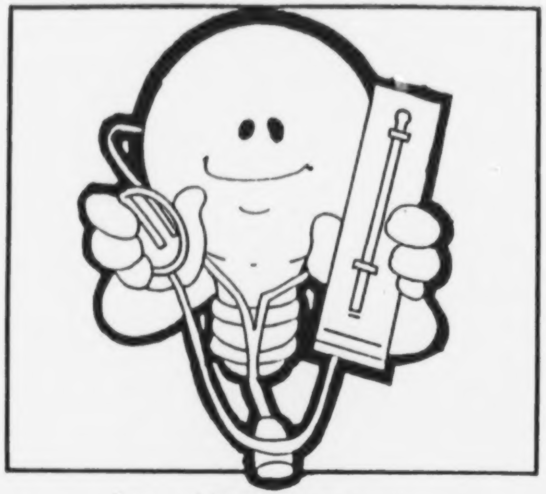
National League for Nursing
Ten Columbus Circle
New York ,NY 10019

American Assn. of Nurse Anesthetists
216 Higgins Road
Park Ridge, Illinois 60068

Dept. of Health Manpower
American Medical Assn.
535 N. Dearborn Street
Chicago, Illinois 60610

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 161
Career Field Code HTT



Nurse, Licensed Practical

It's a BRIGHT IDEA!

THE JOB:

A LICENSED PRACTICAL NURSE helps doctors and registered nurses take care of people who are sick or injured.

What is it like to be a Licensed Practical Nurse

A Licensed Practical Nurse may work in a hospital, a doctor's office, or a private home. A Licensed Practical Nurse in a hospital takes care of patients who are not critically ill or helps a registered nurse care for more serious cases. Licensed Practical Nurses may check and record a patient's temperature and blood pressure. They may give medicines prescribe by the patient's doctor. Licensed Practical Nurses help patients bathe and see that they are as comfortable as possible. They may change bandages and make beds. They may work in a hospital nursery, in surgery, or may assist in post-mortem care. The Licensed Practical Nurse may help a registered nurse by sterilizing equipment, carrying supplies, and watching patients for changes in condition.

A Licensed Practical Nurse in a doctor's office may also do some clerical work or help the receptionist in addition to nursing duties. A Licensed Practical Nurse caring for a patient at the patient's home may also prepare the patient's meals.

A hospital or a doctor's office is a clean, comfortable place to work. It may be depressing to work around people who are sick, in pain or dying. There is a possibility of exposure to disease and there are some unpleasant odors, noises and sights. In spite discouraging things about working in the medical profession a Nurse, has pleasure in helping people in need.

How much can you make

Earnings Range:	$ 9,000 - $15,000/year
Most Workers Earn:	$10,500 - $12,000/year
Usual Starting Salary:	$ 9,000 - $10,200/year

Earnings depend on the size of the hospital.

Hours of work

Most Licensed Practical Nurses work 40 hours/week. Licensed Practical Nurses may work days, evenings or nights (night shift usually pays higher). A Licensed Practical Nurse may be called anytime day or night for emergency work. Part-time work may be available.

To prepare for this job you should...

Complete your high school education. You should take the vocational technical course in practical nursing.

High school courses that are helpful

Mathematics
Biology
Chemistry
English (grammar and spelling)

Other training

You may gain some practical experience by working during the summer or after school as a nurse's aide or an orderly in a local hospital.

If you want to be a Licensed Practical Nurse you should

-Have a real desire to serve the sick and injured.
-Be able to make calm, mature decisions in emergencies.
-Not easily 'go to pieces' emotionally.
-Be able to lift up to 40 or 50 pounds.
-Be patient, understanding and sensitive to other people's needs.
-Be able to work on your feet for a long time.
-Be able to tolerate unpleasant sights, sounds and smells.

Don't Forget

1. Correspondence courses are not acceptable training.
2. You must not have any diseases other people can catch from you.
3. You must not have any criminal convictions.
4. Licensed Practical Nurses may get paid vacations and holidays, life and health insurance, and retirement plans.
5. Free uniform laundry is often available.

What does the future look like for this Job?

There is a great demand for Licensed Practical Nurses. Opportunities for promotion are limited without additional years of training. Most Licensed Practical Nurses do receive regular pay raises as they gain experience.

For more information write to:

National Assoc. for Practical
Nurse Education and Service, Inc.
122 E. 42nd Street
New York, New York 10017

National Federation of Licensed
Practical Nurses, Inc.
250 West 57th Street
New York, New York 10019

American Health Care Assoc.
1200 15th Street
Washington, D.C. 20005

National League for Nursing
Ten Columbus Circle
New York, NY 10019

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 162
Career Field Code NPD

Nurse, Practitioner

It's a

BRIGHT

IDEA!

THE JOB:

NURSE PRACTITIONERS provide medical care and treatment of patients.

What is it like to be a Nurse Practitioner

The Nurse Practitioner do several different things. Some of them are listed below.

-They give physical examinations.
-They order special tests for problems that a patient is having and then decide what is wrong from the test results.
-They decide what treatment is to be used and discuss the information with the physician.
-They may recommend which drugs should be used or other forms of treatment to help the patient.

How much can you make

Earnings Range:	$12,000 - $25,000/year
Most Workers Earn:	$13,000 - $17,000/year
Usual Starting Salary:	$12,000 - $13,000/year

Hours of work

You may be on duty any hour, day or night, 7 days/week. You may be on call for emergency.

To prepare for this job you should...

Finish high school with plans to attend a college or university for 3-5 years.

High school courses that are helpful

English
Chemistry
Anatomy
Physiology
Algebra
Biology

Other training

After high school the Nurse Practitioner must complete accredited courses of nursing with graduate studies in nurse practitioning plus pass a state board exam to obtain a license.

If you want to be a Nurse Practitioners you should

-Like to work with people in health careers.
-Like to examine others, and diagnose and prescribe treatment.
-Not mind giving up your spare time when your medical services are needed.
-Have good manual skills.
-Be able to think and act quickly.

Don't Forget

1. You must keep a patient's medical problems confidential.
2. You must keep up with new research and discoveries.
3. This is a respected and financially rewarding career so you may be able to retire at an early age.
4. Dealing with the death of a patient can be emotional.

What does the future look like for this Job?

This job outlook for Nurse Practitioners is excellent. Many opportunities will be found in rural areas and small towns.

For more information write to:

American Hospital Assn.
Division of Nursing
840 N. Lake Shore Drive
Chicago, Illinois 60611

American Assoc. for Nurse Anesthetists
216 Higgins Road
Park Ridge, Illinois 60068

National League for Nursing
10 Columbus Circle
New York, New York 10019

Veterans Administration
Washington, D.C. 20420

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 163
Career Field Code NPD

CAREER LIST

Occupational Therapist

It's a BRIGHT IDEA!

THE JOB:

OCCUPATIONAL THERAPISTS help handicapped patients recover the ability to work.

What is it like to be an Occupational Therapist

Occupational Therapists help handicapped people become better able to lead normal lives. Some patients may be mentally ill or retarded. Others have nerve or muscle damage from illness or accident, or have birth defects. Some are very old and their minds and bodies don't work very well anymore. Occupational Therapists plan and supervise activities that help patients to train themselves in new skills or to relearn skills they have lost. Because each case is different the therapist must be a very observant and creative person.

A big part of occupational therapy is teaching. They teach manual skills such as carpentry, weaving, or masonry. They teach reading, writing and basic arithmetic. They teach personal health care and homemaking. They teach art and music. They also teach people to use artificial arms and legs, wheelchairs, braces, and other physical aids.

Occupational Therapists work in many different places. Some of these are: general and special hospitals, psychiatric clinics, rehabilitation centers, nursing homes, and colleges. They work with many other health workers as a member of a team. Typical team members are: doctors, nurses, physical therapists, psychologists, vocational counselors, social workers, speech therapists, prosthetists (who make braces and artificial limbs).

How much can you make

Earnings Range:	$11,500 - $23,000/year
Most Workers Earn:	$17,000 - $22,000/year
Usual Starting Salary:	$11,500 - $15,000/year

Hours of work

Occupational Therapists usually work days, 40 hours/week. Many spend extra hours planning activities and writing reports.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

High school courses that will help you are the courses recommended by your guidance counselor or occupational specialist to prepare you for admission to a college or university.

Other training

A Baccalaureate Degree (4 years) in Occupational Therapy plus six months experience will qualify you to take an examination given by the American Occupational Therapy Association to become a Registered Occupational Therapist (OTR).

A job at a lower skill level is Certified Occupational Therapy Assistant (COTA). The requirements are: high school diploma, completion of a one or two-year course in occupational therapy, and two months of experience. A COTA is usually an assistant to an OTR.

If you want to be an Occupational Therapist you should

-Have a strong desire to help other people.
-Be interested in how people work and learn.
-Be interested in working in a medical career.
-Have a good imagination.
-Be a good planner.
-Notice details.
-Work well as a member of a team.
-Be in good health and should not be easily upset emotionally.
-Have a lot of patience.

Don't Forget

1. There is very little routine work in occupational therapy. Every case is different.
2. Occupational Therapists write a lot of reports and keep clerical records on every patient.
3. Students who become Certified Occupational Therapy Assistants (COTA) can often transfer credit for their work to a college if they decide to work toward a 4-year degree to become Occupational Therapists (OTR).
4. Most institutions that hire OTR's offer paid vacations, holidays, sick leave, retirement plans, group insurance, and educational benefits.

What does the future look like for this Job?

The interest in rehabilitation programs is growing so more Occupational Therapists will be needed. Nationally the demand is steady with most new graduates having little difficulty finding jobs although the demand is low enough that students may have little choice of locations.

For more information write to:

School of Occupational
Therapy
Texas Women's University
Box 23718, 2 Station
Denton, TX 76204

American Occupations Therapy
Association
6000 Executive Boulevard
Suite 200
Rockville, Maryland 20852

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW #_ 164__

Career Field Code NSM

Oceanographer

It's a BRIGHT IDEA!

THE JOB:

OCEANOGRAPHERS study chemical, biological, and physical properties of the oceans.

What is it like to be an Oceanographer

Oceanographers work outdoors, indoors, on shore and others spend months at sea. Some Oceanographers do a lot of skindiving. Others take special submarines far beneath the surface.

There are many specialities in oceanography. Physical Oceanographers study currents, tides, and temperature changes. They study ice formation, and the effects of water conditions on underwater sounds.

Geological Oceanographers study the ocean bottom and rock formations below the ocean floor. Oil companies use their work to locate offshore oil fields.

Biological Oceanographers study the life forms in the ocean. Some types of fish living in deep ocean trenches have not changed in a million years.

Chemical Oceanographers study the distribution of chemicals in the oceans, and ways to mine the chemicals in seawater. Salt and bromine are common products of seawater.

Oceanographers use a lot of complex equipment. They use submarines, aqualungs, and sonar (echo sounders) to map the ocean floor. They use special bottles to collect water at different depths.

How much can you make

Earnings Range:	Up to $350+ per week
Most Workers Earn:	$20,000 - $28,000/year
Usual Starting Salary:	$11,000 - $24,000/year depending on degree

Hours of work

In laboratories: 5 days, 40 hours/week.
At Sea: 7 days or as many hours as possible per week.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

Science
Mathematics
Other College Preparatory Courses.

Other training

Most Oceanographers get a bachelor's degree in biology, chemistry, geology, or physics. Some universitits offer a bachelor's degree in oceanography.

The best paid jobs usually go to people with a master's degree or a doctorate in oceanography.

If you want to be an Oceanographer you should

-Enjoy science courses and projects.
-Be able to set your own goals and schedule your work to meet them.
-Have a real desire to learn.
-Notice details.
-Not mind working under crowded conditions.
-Be a good swimmer.

Don't Forget

1. Oceanographers at sea work outside in all kinds of weather.
2. Most Oceanographers work for schools, research laboratories, or for government agencies.
3. Fringe benefits for Oceanographers vary depending on who they work for.
4. Four major laboratories are: Scripts Institute of Oceanography, La Jolla, California; Woods Hole Oceanographic Institute, Woods Hole, Massachusetts; Lamont Geological Observatory, Columbia University, New York; Institute of Marine Sciences, University of Miami, Florida.

What does the future look like for this Job?

The national outlook for Oceanographers is good. Qualifications are high for available jobs. Most jobs are found in coastal areas but there are a few in the Great Lakes area.

For more information write to:

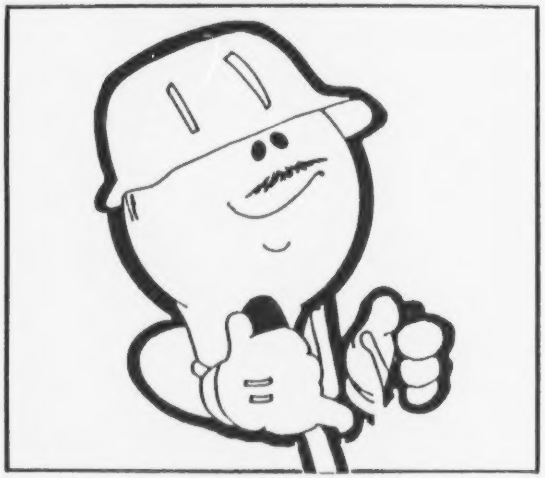
International Oceanographic Foundation
3979 Rickenbacker Causeway
Virginia Key, Miami, Florida 33149

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 165

Career Field Code IM1



OPERATING ENGINEER

It's a BRIGHT IDEA!

THE JOB:

An OPERATING ENGINEER runs large construction equipment.

What is it like to be an Operating Engineer

Operating Engineers work for construction companies, utility companies, public works departments and highway departments. Duties include driving heavy earth and cement moving machines on construction or road building sites. You must be able to read plans and lay out work. You must also repair and adjust equipment as needed. Work can be noisy and dirty and can be dangerous. They work outdoors in all kinds of weather.

How much can you make

Earnings Range:	$3.35 - $12.00/hour
Most Workers Earn:	$8.00 - $10.00/hour
Usual Starting Salary:	$3.35 - $ 6.00/hour

Hours of work

Usually 40 hours/week. Sometimes overtime is needed.

To prepare for this job you should...

Get a high school diploma or equivalent.

High school courses that are helpful

Basic Math
Shop Courses

Other training

You can learn to be an Operating Engineer through an apprenticeship program with on-the-job training and classroom training. See your counselor.

If you want to be an Operating Engineer you should

-Be 18 or older for Apprenticeship.
-Be in good physical shape.
-Follow directions and make your own judgments.
-Do hand physical work.

Don't Forget

1. You need to use your legs, hands and feet.
2. You must work carefully around other workers, day after day.
3. You should be able to lift 100 lbs or carry objects weighing 50 lbs.
4. The Operating Engineer's work is done outdoors, they work steadily during the warm and dry months and may have slow periods during the cold and wet months.

What does the future look like for this Job?

The job outlook depends on the amount of construction going on. Job openings now look good.

Apprenticeship programs include job placement.

For more information write to:

Fla. Bureau of Apprenticeships
1321 Execuite Center Drive, East
Tallahassee, Florida 32301
(904) 488-8332

International Union of Operating Engineers
1125 17th Street, N.W.
Washington, D.C. 20036

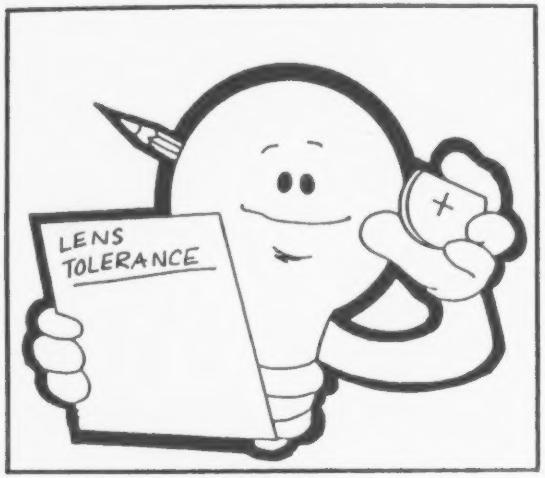
Associated Builders & Contractor
729 15th Street, N.W.
Washington, D.C. 20005

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 166

Career Field Code PWM



Opthalmic Technician

It's a

BRIGHT

IDEA!

THE JOB:

An OPHTHALMIC TECHNICIAN sets up and operates grinding and polishing machines to make lenses, optical flats, and other optical parts for optical instruments, such as telescopes, microscopes, aerial cameras, military optical systems and eyeglasses using a prescription or plan.

What is it like to be an Ophthalalmic Technician

The Ophthalmic Technician makes eyeglass lenses to professional specifications. In contrast to the precision lens grinder who deals with tolerances of a millionth of an inch, the ophthalmic grinder need only meet tolerances of several thousandths of an inch to be accurate enough for his specifications.

The Ophthalmic Technician exercises great care and skill while grinding two or more corrections into a single lens. There are about 200 kinds of optical glass, more than 30 of which are in common use. Optical glass has distinct and unique physical and optical properties with which the technician should be familiar. Each piece must be carefully identified, marked, and stored by the technician.

As a rule, the grinding process starts with 'blocking' the blank (carefully attaching it to an appropriate cast iron block or fixture with special adhesives) so that it can be set up in the grinding machines. This leaves one face exposed to grinding; it is necessary to reblock for work on the other face. Several blockings, each more precise, are required on a given lens.

The technician sets up and operates curve generators, surface grinders, and other machines that use diamond, carborundum, and emergy grinding wheels.

How much can you make

Earnings Range:	$3.35 - $11.00/hour
Most Workers Earn:	$5.25 - $ 8.15/hour
Usual Starting Salary:	$3.35 - $ 6.00/hour

Hours of work

Usually 40 hours/week. Some overtime may be necessary.

To prepare for this job you should...

Finish your high school education with plans to attend two years of technical training.

High school courses that are helpful

Physical Science
English
Mathematics
Machine Shop

Other training

Some community colleges and area vocational technical centers offer training for Ophthalmic Technicians. It usually takes 1-2 years.

If you want to be an Ophthalalmic Technician you should

-Be patient.
-Be able to work while sitting for long periods of time.
-Use good judgment.
-Understand plans, designs, and directions.
-Be able to match shapes.
-Have full use of your hands.
-Like to work with machines.
-Like to do the same things over and over.

Don't Forget

1. You do need the use of your legs to do this job.
2. This job does require an above average ability to work with your hands and hand tools.
3. You should be able to measure things exactly.

What does the future look like for this Job?

Job opportunities are growing due to a larger demand for eyeglasses. Many insurance plans now pay for eyewear.

For more information write to:

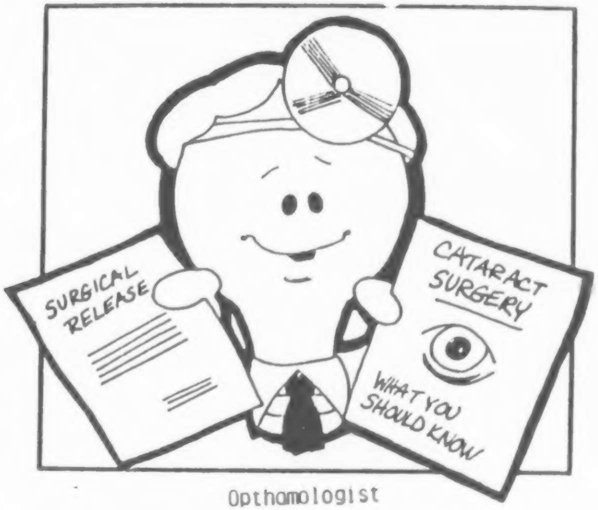
Opticians Association of America
1250 Connecticut Avenue, N.W.
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 167

Career Field Code HDT



Opthamologist

It's a

BRIGHT

IDEA!

THE JOB:

OPHTHALMOLOGISTS give eye examinations, diagnose and treat people with eye diseases or injuries.

What is it like to be an Ophthalmologist

Ophthalmologists perform several types of services for patients. First, they will examine a person's eyes to find out what is wrong with their vision. The other procedure is treating the problem with either corrective glasses or with surgery.

Ophthalmologists use many tools in their diagnosis. They measure the shape of the patient's eye. They look inside the eye to check for diseases and injuries like a detached retina.

Some vision problems are corrected by eye exercises. Others are corrected by glasses or contact lenses and some may be corrected by surgery. This may include cataract surgery or some other treatment of an eye disease.

How much can you make

Many start as residents from $13,000 to $20,000/year. Most earn well over $50,000/year.

Hours of work

Many work 40 to 60 hours/week.

To prepare for this job you should...

Plan to go to school up to 10 years after high school. Know that medicine is a popular field and you may have a tough time entering a medical school.

Pass the new medical college admission test. Have a desire to serve the sick and the injured. Be able to study very hard. Be able to make very accurate and quick decisions.

High school courses that are helpful

Biology
Chemistry
Mathematics
English
Foreign Language
Other College Preparatory Courses

Other training

Most medical schools require a bachelor's degree in mathematics and science or pre-med. After that you will go to four years of medical school, 1 or 2 years of residency, and 1 or 2 years specializing in Ophthamology.

If you want to be an Ophthalmologist you should

-Enjoy technical or scientific work.
-Have good eyesight (glasses are ok).
-Notice details.
-Be willing to accept responsibility.
-Be willing to spend 10 years in school after high school.
-Have a strong desire to find out how your eyes work.

Don't Forget

1. Many Ophthalmologists open their own businesses.
2. It costs a lot of money to go to medical school.

What does the future look like for this Job?

Opportunities are expected to be good. More and more specialized techniques are being developed for eye surgery and treatments. Many more doctors will be needed to serve the growing population.

For more information write to:

Council on Medical Education
American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

American Assoc. of Ophthalmology
1100 17th St., N.W., Suite 901
Washington, D.C. 20036

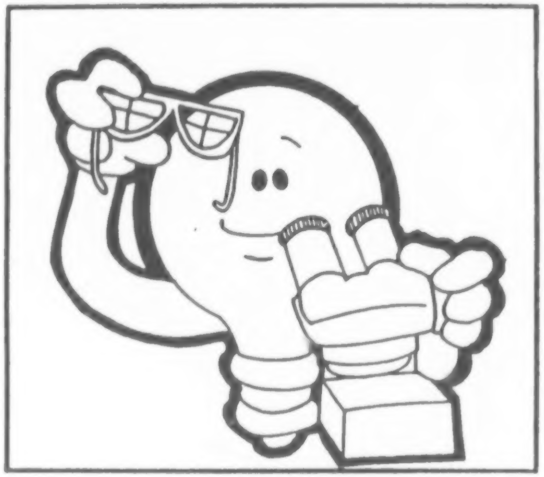
Veterans Administration
Washington, D.C.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 168

Career Field Code PWM



Opticion

It's a

BRIGHT

IDEA!

THE JOB:

OPTICIANS fill prescriptions for eyeglasses from Optometrists and Ophthalmologists.

What is it like to be an Optician

Opticians measure the distance between the centers of the pupils of the eye. They prepare the lenses to be ground. They grind and tint the lenses. They mount them into the glasses and fit them to the customer's face.

Opticians may grind and make contact lenses. They prepare and fit artificial eyes.

How much can you make

Most Workers Earn:	$20,000 to $30,000/year for self-employed.
Usual Starting Salary:	$5.00 - $9.00/hour

Hours of work

40 to 50 hours/week.

To prepare for this job you should...

Finish your high school education with plans for at least 2 more years of training.

High school courses that are helpful

Mathematics
Physics
Geometry
Machine Shop

Other training

At least a two-year Optician program is required to enter this field. Some learn this skill through a two-year to four-year apprenticeship program.

If you want to be an Optician you should

-Like to deal with the public.
-Work with precision instruments.
-Be able to be on your feet for long periods of time.
-Be able to work with your hands.

Don't Forget

1. You need a license to be an Optician.
2. Some Opticians belong to unions.
3. One-half of the people in this country have to wear glasses to improve their vision.

What does the future look like for this Job?

Because of eye problems becoming more widespread, there is a demand for Opticians and will continue to be. The new styles of frames and color of lenses encourage people to buy more than one pair of glasses.

For more information write to:

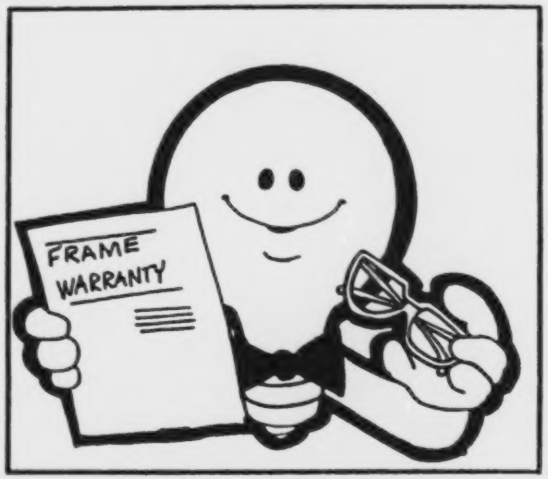
U.S. Dept. of Labor Bureau
of Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

Associated Opticians of America
1250 Connecticut, N.W.
Washington, D.C. 20036

National Federation of Opticiar
Schools
J. Sergeant Reynolds Community
College
P.O. Box 12084
Richmond, Virginia 23241

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 169
Career Field Code MAS



Optician, Dispensing II

It's a

BRIGHT

IDEA!

THE JOB:

The DISPENSING OPTICIAN II performs such tasks as the making of optical lenses, eyeglasses and other optical devices, based on a written prescrition from a physician or optometrist.

What is it like to be a Dispensing Optician II

The Dispensing Optician makes certain that lenses follow the prescription. They fit lenses in frames. They assist the customer in selecting frames. They fit the frame to fit the customer's face.

Dispensing Opticians prepare work orders. They sell optical goods, fit contact lenses, measure client's nose bridge and eye size, etc. They verify the exactness of finished lenses.

Dispensing Opticians instruct the client on adapting and wearing spectacles. They heat, shape, and bend metal frames, using pliers and hands.

How much can you make

Earnings Range:	$3.35 - $11.00/hour
Most Workers Earn:	$5.25 - $8.75/hour
Usual Starting Salary:	$3.35 - $6.00/hour

Hours of work

Usually 40 hours/week. Some overtime may be necessary.

To prepare for this job you should...

Finish your high school education with plans to attend at least 2 more years of school. Some people choose to be qualified through a 4-5 year apprenticeship.

High school courses that are helpful

Physics
Algebra
Geometry
Mechanical Drawing

Other training

After training is completed, a state license is required.

If you want to be a Dispensing Optician II you should

-Have a pleasing personality.
-Like to work with machines and small objects.
-Like to work with others.
-Be able to use your hands and fingers well.
-Like to do the same thing over and over.
-Have good eye-hand coordination.
-Like to sell things.

Don't Forget

1. This occupation requires little physical demand.
2. A state license is required.
3. Continuing education is required.
4. You might have an accident using hand tools or operating machinery.

What does the future look like for this Job?

Employment is expected to increase. The new styles of frames and colors of lenses encourage people to buy more than one pair of glasses.

For more information write to:

U.S. Dept. of Labor Bureau
of Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

Associated Opticians of America
1250 Connecticut Avenue, N.W.
Washington, D.C. 20036

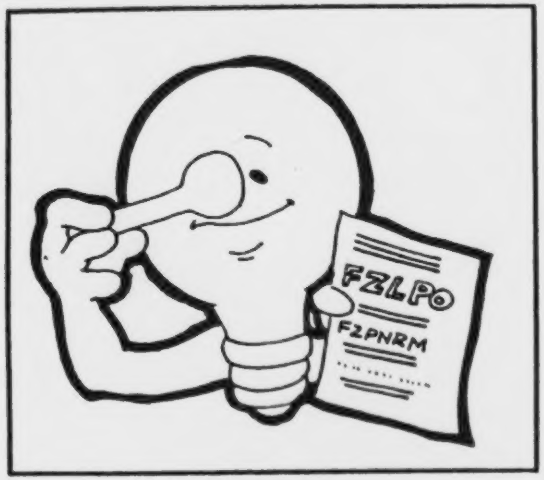
National Federation of
Opticiary Schools
J. Sergeant Reynolds
Community College
P.O. Box 12084
Richmond, VA 23241

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 170

Career Field Code HDT



Optometrist

It's a BRIGHT IDEA!

THE JOB:

OPTOMETRISTS examine and treat patients' vision problems.

What is it like to be an Optometrist

Optometrists help people correct vision problems. Most work in private offices. An Optometrists' office is clean, quiet, and well-lighted.

There are two kinds of work done by Optometrists. One is diagnosis; finding out what is wrong with the patient's vision. The other is treating the problem to correct it as much as possible. They examine patients' eyes to see if problems are caused by the shape of the eye, nerve disorders, muscle disorders, or disease. They test patients' vision with many combinations of lenses. They use special charts to find out what the patients can see and what they can't see. Glasses are used to correct nearsightedness, farsightedness, and some kind of double vision. Contact lenses are used after some types of eye surgery such as cataract removal. They are also used for people who need vision correction but don't want to wear glasses. Patients with eye diseases are sent to medical doctors called ophthalmologists for surgical treatment or special medication.

When glasses are prescribe the Optometrist sends the patient and the prescription to an optician. The optician makes the lenses, helps the patient choose the frames, and fits the frames to the patient. Ophthalmologists treat diseases of the eye, examine eyes and prescribe treatment for cases that do not need an ophthalmologist.

How much can you make

Earnings Range:	$13,000 - $38,000/year
Most Workers Earn:	$22,000 - $25,000/year
Usual Starting Salary:	$13,000 - $20,000/year

Hours of work

Most Optometrists work days, 35 to 40 hours/week. Part-time work is also available.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

High school courses that will help you are the courses recommended by your guidance counselor or occupational specialist to prepare you for entrance to a college or university.

Other training

All schools of optometry in the U.S. require two years of pre-optometry courses plus four years of professional courses to earn the Doctor of Optometry degree.

If you want to be an Optometrist you should

-Enjoy technical or scientific work.
-Have good eyesight (glasses are ok).
-Notice details.
-Be willing to accept responsiblity for your work.
-Be willing to spend six more years in school after high school.
-Have a strong desire to help other people.

Don't Forget

1. A list of accredited schools of optometry may be obtained from the American Optometric Association.
2. Many scholarships and loans are available to optometry students.
3. Most Optometrists are self-employed.

What does the future look like for this Job?

Opportunities are expected to be good. The best place to start a new practice would be in small towns and suburbs of larger towns.

For more information write to:

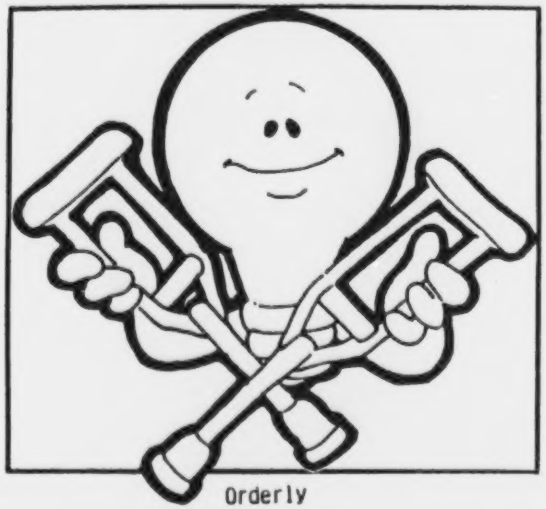
Association of Schools and
Colleges of Optometry
Suite 410
600 Maryland Ave., S.W.
Washington, D.C. 20024

American Optometric Assoc.
243 N. Lindberg Boulevard
St. Louis, Missouri 63119

American Assoc. of Ophthalmolog
Executive Offices
1100 17th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 171
Career Field Code SRV



Orderly

It's a BRIGHT IDEA!

THE JOB:

An ORDERLY helps doctors and nurses take care of sick and injured people who can't fully take care of themselves.

What is it like to be an Orderly

An Orderly works in a hospital, a nursing home, or a clinic. Hospitals are clean places to work. Hospitals are comfortably heated in the winter and air-conditioned in the summer. The smells in a hospital are not always pleasant. Old bandages and chemicals can have very bad odors. The sounds in a hospital may also be unpleasant. Moans or screams can be very frightening or depressing to some people.

Orderlies help doctors and nurses take care of people who are sick or injured. Orderlies do many routine jobs like serving food and pushing wheelchairs. They collect dirty linen and empty food trays. They may check on patients to see how they feel. Orderlies may also take temperatures, count pulses, and record breathing rates. They may help a patient dress or bathe. They may shave a patient in preparation for surgery. They may answer telephone calls or run errands for nurses and doctors.

An Orderly may work any shift, day or night, any day of the week. An Orderly may be on their feet constantly for hours at a time. Making a sick person feel better can make a tired Orderly feel better, too.

How much can you make

Earnings Range:	$3.35 - $5.00/hour
Most Workers Earn:	$4.00 - $4.50/hour
Usual Starting Salary:	$3.35/hour

Hours of work

Orderlies work day or night shifts, 40 hours/week. Orderlies may work on holidays and weekends. Part-time work is usually available.

To prepare for this job you should...

Finish at least the 10th grade. Most hospitals require a high school diploma.

High school courses that are helpful

Biology
English (grammar and spelling)
Hygiene

Other training

You should take the nurse aid courses at an area vocational school or technical education center.

If you want to be an Orderly you should

-Like to work indoors.
-Have good control of your emotions.
-Be kind, gentle, and patient in dealing with other people.
-Really want to help people who are sick.
-Not be afraid of exposure to diseases.
-Have normal vision and hearing (glasses and hearing aids are ok).
-Be strong enough to lift and carry 100 pounds.
-Have enough endurance to work on your feet for long periods.

Don't Forget

1. You will have to pass a physical examination.
2. Most hospitals require either formal training or prior experience to get a job as an Orderly.
3. Many hospitals offer free uniforms and free uniform laundry.
4. On-the-job training lasts from 6 to 12 months.
5. Some hospitals offer paid vacations, group insurance, and retirement plans.

What does the future look like for this Job?

There is a great demand for Orderlies. Many of the jobs are not being filled due to a lack of trained applicants. There is not much chance of promotion without additional training. With additional school training an Orderly may become a licensed practical nurse (there are male nurses). Some students work their way through medical school as Orderlies and eventually become doctors.

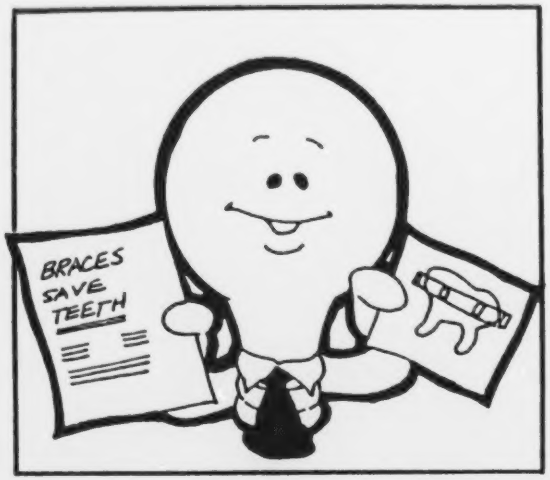
For more information write to:

Division of Health Careers
American Hospital Association
840 North Lakeshore Drive
Chicago, Illinois 60611

American Health Care Assoc.
1200 15th Street., N.W.
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 172
Career Field Code HDT



Orthodontist

It's a

BRIGHT

IDEA!

THE JOB:

ORTHODONTISTS straighten teeth and jaws.

What is it like to be an Orthodontist

Orthodontics is a dental specialty. Orthodontists straighten teeth and jaws. Although most of their work is done with young children and teenagers, more adults are also being treated by Orthodontists. They usually work in private offices. Like any doctors' offices, they are clean, reasonably quiet, comfortable places to work.

The first thing an Orthodontist must do with a new patient is to find out what sort of correction is needed. X-rays are taken of the teeth, jaws, and the entire head. Photographs of the face and profile are taken. Wax impressions are made of the teeth and gums. The Orthodontist also gets a full medical and dental history from the patient's family doctor and regular dentist. Finally the necessary braces are fitted. The patient must return on a regular schedule to have the braces checked and adjusted.

Orthodontists spend a lot of time explaining what they are doing. Treatment often takes several years and can only be successful if the patient cooperates.

Almost all Orthodontists' patients are sent to them by dentists and other doctors. The work requires a lot of standing. Fitting braces and twisting the wires to adjust them requires steady hands and a good grip. Orthodontists' feet, legs, and hands may be very tired at the end of the day.

How much can you make

Most Orthodontists make more than the average dentist. Many earn $50,000/year or more. You must, however, buy your own equipment which may cost several thousand dollars.

Hours of work

Most Orthodontists work days, 30 to 48 hours/week.
Since Orthodontists are usually self-employed, they set their own working hours according to what is required to properly serve the community, their own health needs, and the amount of money they intend to earn.

To prepare for this job you should...

Complete your high school education with plans to attend a college or university, followed by dental school, followed by advanced study in the speciality of orthodontics.

Your choice of a college or university should be made with dental school requirements in mind. At least two years of college are required for admission to any dental school and most require three or four years.

High school courses that are helpful

High school courses that will help you are the courses recommended by your guidance counselor or occupational specialist to prepare you for admission to a college or university. Mathematics and science courses will be a must.

Other training

Specialization in orthodontics after dental school may be done in three ways: (1) a graduate program (usually two years) leading to an advanced degree; (2) a postgraduate program (also about two years) which awards a certificate rather than an additional degree; (3) completion of an orthodontic internship at a hospital.

If you want to be an Orthodontist you should

-Have a strong desire to help other people.
-Be willing to spend at least eight more years in school.
-Work well with your hands.
-Enjoy working with children.
-Have a lot of patience.
-Notice details.
-Be willing to accept full responsibility for your work.

Don't Forget

1. Most Orthodontists' patients are referrals from other doctors (it pays to be popular and respected).
2. Like other dentists many Orthodontists switch from full-time to part-time work instead of retiring.
3. 90% of an Orthodontists' patients are children.
4. Dental school is expensive but scholarships and loans are available.

What does the future look like for this Job?

The American Association of Orthodontists expects a demand for more Orthodontists than there are qualified people to fill the positions. Most of the jobs will be in large towns and cities.

Some commute to smaller cities on a part-time basis.

For more information write to:

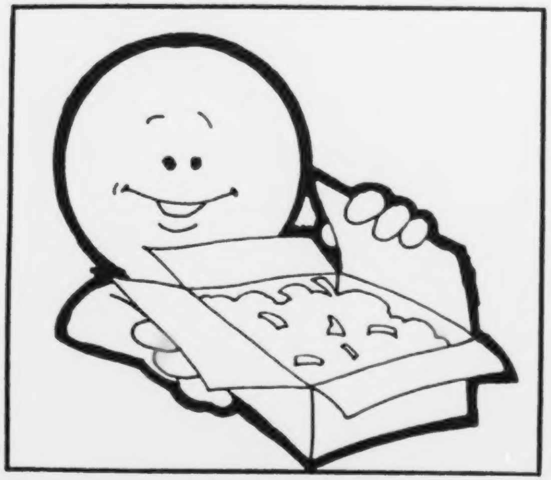
Council on Dental Education
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

American Association of
Dental Schools
1625 Massachusetts Avenue, NW
Washington, D.C. 20036

The American Association
of Orthodontists
460 N. Lindbergh Blvd.
St. Louis, MO 63141

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 173
Career Field Code MHE



Packager, Hand

It's a BRIGHT IDEA!

THE JOB:

HAND PACKAGERS wrap products for shipments, sale, or storage.

What is it like to be a Hand Packager

Hand Packagers work indoors. They may work for any business that needs a product wrapped. A Hand Packager may be a candy packer or candle wrappers. There are sausage packers, mattress packers, and sponge packers. Carton staplers, container fillers and coil strappers are also Hand Packagers.

The work a Hand Packager does depends on the type of company the Hand Packager works for. The work also depends on many other things such as the size of the company. In a very large company with many Hand Packagers, each Hand Packager may have many jobs.

Hand Packagers do any work necessary to wrap a product. Some just clean out boxes and crates. Others may put boxes together with glue or nails. Some put products into packages; others close the packages. A Packager may sort completed packages. Packagers also label packages.

Some of the places where Packagers work are clean and comfortable. Some places may be very dusty. Some kinds of glue used in packaging have a strong smell. Packagers do have a lot of choice in where they will work, since so many businesses need them.

How much can you make

Earnings Range:	$ 8,000 - $18,000/year
Most Workers Earn:	$10,000 - $15,000/year
Usual Starting Salary:	$ 8,000 - $11,000/year for experienced workers

Hours of work

Most Hand Packagers work 40 hours/week. Some work evening or night shifts. Weekend or part-time work may be available.

To prepare for this job you should...

Finish your high school education. You may be able to do the work of a Packager without a high school education, but many employers won't hire anyone without a high school education.

High school courses that are helpful

Shop
Arithmetic

Other training

You may be able to get a part-time jobs as a Packager while you are still in school.

If you want to be a Hand Packager you should

-Prefer to work indoors.
-Not mind working around other people.
-Not mind doing something over and over again.
-Be able to work standing or sitting.
-Be able to lift at least 50 pounds.
-Like to do work that you don't have to think about very much.

Don't Forget

1. In some companies Packagers are 'laid off' when there isn't much work to do.
2. On-the-job training may last from a few days to a month.
3. Many employers offer paid vacations and holidays, group insurance, health and welfare pensions, and retirement plans.

What does the future look like for this Job?

Hand Packagers don't get many promotions. Some transfer to other jobs in the same company to get promotions. There may be a decrease in demand in the future since more and more machines are being used in packaging. However, part of the work will not ever be able to be done by machine.

For more information write to:

National Association of Retail
Grocers of the United States
P.O. Box 17208
Washington, D.C. 20041

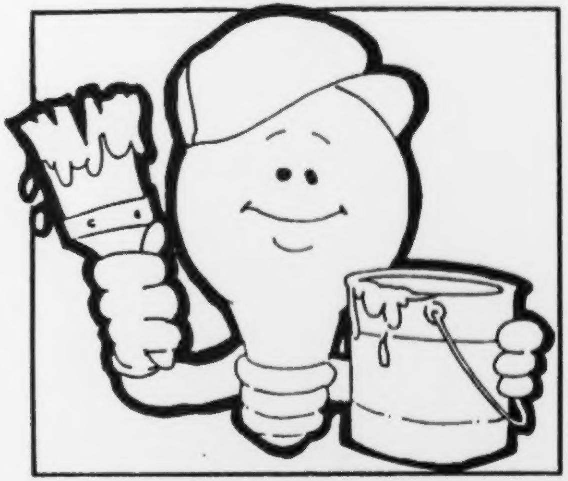
Check with any local industry or manufacturer.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 174

Career Field Code CMD



Painter, Construction

It's a BRIGHT IDEA!

THE JOB:

A CONSTRUCTION PAINTER protects walls and ceilings from weather and dirt. The painter makes construction materials look better and last longer, too.

What is it like to be a Construction Painter

A Construction Painter can work inside or outside. Construction Painters usually don't work outside unless the weather is nice. Most Construction Painters work for construction or painting contractors. Most Painters work in the maintenance departments of hotels, apartments, large office buildings and shipyards.

Before a Contruction Painter can put a fresh coat of paint on a wall, he has to remove the old paint. The old paint is removed with scrapers, blowtorches, and solvents. After the old paint is removed the Construction Painter fills holes and cracks, smoothes rough spots, and cleans up dust and grease.

Construction Painters put paint on with rollers, brushes, and spray guns. They have to mix different paints to match colors. Construction Painters have to know what kinds of paints to use on different materials. They also have to know how to thin many kinds of paint.

On some jobs Construction Painters have to watch out for machinery and falling objects.

How much can you make

Earnings Range:	$3.50 - $9.00/hour
Most Workers Earn:	$5.00 - $7.00/hour
Usual Starting Salary:	$3.50 - $4.50/hour

Hours of work

Most Construction Painters work days, 35 to 40 hours/week.

To prepare for this job you should...

Finish your high school education which may help you get an apprenticeship. Part-time work for a Painter may give you some good experience.

High school courses that are helpful

Chemistry
English (grammar and spelling)
Mathematics

Other training

A course in building construction at an area vocational school should be discussed with the local joint apprenticeship committee.

If you want to be a Construction Painter you should

-Not mind working outdoors part of the time and indoors part of the time.
-Be strong enough to lift about 30 pounds.
-Be able to stand for long periods of time.
-Have strong arms and hands.
-Not be afraid of heights and should have a good sense of balance.
-Have good color vision.
-Be proud of doing a neat, attractive job.
-Not be bothered by paint fumes or cleaning fluids.

Don't Forget

1. You may be required to have a driver's license.
2. You may have to buy your own tools.
3. Painters are sometimes out of work during the winter.
4. Some employers offer health, welfare, and pension plans.

What does the future look like for this Job?

The demand for Construction Painters is expected to remain good. Do-it-yourself painting and pre-painted finishes are slowing the demand for Construction Painters. The greatest need for Construction Painters will be in large cities where there is building and industrial activity. Qualified Construction Painters may become foremen, contractors, or estimators.

For more information write to:

National Joint Painting & Decorating
& Drywall Apprenticeship & Training
Committee
1750 New York Avenue, NW, Suite 502
Washington, D.C. 20006

U.S. Dept. of Labor Bureau
of Apprenticeship Training
Washington, D.C.

Painting and Decorative
Contractors Association
of America
2625 West Peterson Avenue
Chicago, Illinois 60605

Natl Paint & Coating Assn.
Rhode Island Ave., N.W.
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 175

Career Field Code TTE

STATE
STATUTES
VOL. XIV

Paralegal Assistant

It's a

BRIGHT

IDEA!

THE JOB:

The PARALEGAL ASSISTANT is a trained specialist who can do legal work under the general supervision of a lawyer. They perform technical, non-clerical tasks necessary to run the law firm.

What is it like to be a Paralegal Assistant

Paralegal Assistants maintain a law office by hiring and supervising non-attorney employees. They research, select, gather and use technical information from digests, encyclopedias or practice manuals. They question clients first. They seek and check public records. They contact clients for information and notify them of approaching deadlines and actions taken.

Paralegal Assistants draft wills, deeds and trusts. They routinely prepare legal documents. They gather and prepare evidence and other legal materials for a trial. They make arrangements for depositions and hearings. They review legal publications to provide suggested reading list for the attorney. They perform other supportive tasks that allow lawyers to better serve persons seeking their help.

How much can you make

Earnings Range:	$8,900 - $18,000/year
Most Workers Earn:	$9,500 - $13,500/year
Usual Starting Salary:	$8,900 - $10,000/year

Hours of work

Normally 40 hours per week, 9 to 5 p.m. May occasionally work weekends and nights.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university for 2-4 years.

High school courses that are helpful

Reading
English
Speech
Psychology
Office Management
Typing

Other training

An associate degree or preferably, a bachelor's degree in legal technology is required. Then, you must be certified by the American Bar Association.

If you want to be a Paralegal Assistant you should

-Be interested in people.
-Analyze things logically.
-Like to work inside.
-Like to do different kinds of things.
-Like to work independently.
-Like to make your own decisions.

Don't Forget

1. You will have to be certified by the American Bar Association. This requires that you have training experience and pass a test.
2. The work is challenging and interesting.
3. Most law firms offer very good benefits.
4. Salaries may vary greatly depending on the size and kind of firm and the Paralegal Assistant's abilities.

What does the future look like for this Job?

Employment opportunities look best in large cities. The creation of legal aid offices to provide free legal services to the poor will increase the need for Paralegal Assistants.

For more information write to:

American Bar Assn. Standing
Committee on Legal Assistants
1155 E. 60th Street
Chicago, Illinois 60637

Association of Independent
Colleges & Schools
1730 M Street, N.W.
Washington, D.C. 20036

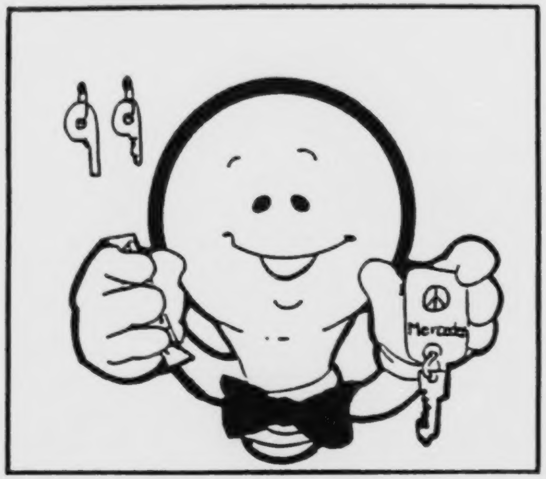
National Assoc. of Legal
Assistants, Inc.
1420 South Utica
Tulsa, OK 74104

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 176

Career Field Code MHE



PARKING LOT ATTENDANT

It's a

BRIGHT

IDEA!

THE JOB:

A PARKING LOT ATTENDANT parks cars for customers in parking lots, restaurants and garages.

What is it like to be a Parking Lot Attendant

Parking Lot Attendants usually work at lots in hotels, shopping centers, private lots, restaurants and night clubs. You must have a valid drivers license and be able to drive well. You must keep records, take money and deal with customers. Attendants may be responsible for damage done to customer cars and will have to work in all kinds of weather. Many customers tip the attendant.

How much can you make

Earnings Range:	$3.35 - $4.00/hour
Most Workers Earn:	$3.35 - $3.50/hour
Usual Starting Salary:	$3.35/hour

Earnings may include TIPS.

Hours of work

Usually 40 hours per week. Often work evenings and weekends.

To prepare for this job you should...

Get a high school diploma or equivalent. A valid driver's license is required.

High school courses that are helpful

English
Driver's Education
Business Math
Auto Mechanics

Other training

On-the-job training.

If you want to be a Parking Lot Attendant you should

-Be courteous and friendly.
-May have to join a union.
-Like to deal with customers.
-Work indoors.
-Have good hand-eye coordination.

Don't Forget

1. Attendants usually work on their own.
2. You should be able to drive all types of cars.
3. Many customers tip attendants.
4. You may have to deal with impatient customers.
5. You may have to join a union.

What does the future look like for this Job?

Most opportunities are found in large cities. Opportunities may be limited.

For more information write to:

National Parking Association
1101 17th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 177

Career Field Code AMB

DO NOT
FEED
THE
BEARS
PARK RANGER

Park Ranger

It's a BRIGHT IDEA!

THE JOB:

PARK RANGERS keep our national and state parks in good condition for the purposes of conservation and recreation.

What is it like to be a Park Ranger

Most Park Rangers work outdoors. National Park Rangers work for the National Park Service. They may work in a forest, desert, mountaintop or an island.

Part of a Park Ranger's job is like a policeman's job. Park Rangers enforce traffic laws in national parks, arrest people in a national park for breaking and other laws, investigate accidents in the parks, and enforce park rules on camping, hunting, and fishing. Another part of a Park Ranger's job is guiding tourists through the park. They tell tourists where the good camping areas are, and give map directions to tourists and campers.

A Park Ranger have to direct workers in emergencies, organize a fire-fighting team, and lead a rescue team to find a lost camper. Some of Park Ranger's work is done indoors. Park Rangers have to write reports on the condition of national parks, fill out forms to get supplies and repairs for the parks, keep records of visitors to the parks, and write speeches to present to clubs or scouting groups.

Park Rangers work very hard. They often work very long days during tourist seasons. They may have to do some work that is dangerous, such as fighting a forest fire or rescuing an amateur mountain climber.

How much can you make

Earnings Range:	$11,000 - $22,000/year
Most Workers Earn:	$16,550 - $19,000/year
Usual Starting Salary:	$11,000 - $13,500/year

Hours of work

Park Rangers are usually scheduled to work 40 hours/week, but they work as long as it takes to get the job done right.

Weekend and holdiay work is usually needed during the tourist seasons.

To prepare for this job you should...

Finish your high school education and plan to attend four years of college. You may be able to get a summer job in a national park while you are in college.

High school courses that are helpful

High school courses that will help you are the courses recommended by your guidance counselor or occupational specialist to prepare you to enter a college or university.

Other training

Recommended college courses are: conservation, wildlife management, forestry, ecology, physical geography, and field work in biology and geology.

If you want to be a Park Ranger you should

-Prefer to work outside.
-Enjoy meeting and talking with all kinds of people.
-Be strong enough to lift over 100 pounds.
-Hear and see well.
-Be healthy enough to work outside in any kind of weather.
-Be calm in emergencies.
-Not mind having a lot of responsibility.
-Be able to organize your own work.
-Not mind working alone.
-Be good at explaining things to other people.

Don't Forget

1. Park Rangers are 'on probation' during the first year of employment in a national park.
2. Government employees get paid vacations, and holidays, group insurance, and retirement benefits.
3. Some National Parks have a lot of visitors for 3 or 4 months of the year and none at all the rest of the year.

What does the future look like for this Job?

The National Park Service has only a few Park Rangers positions to fill each year. The Conservation Directory, published by the National Wildlife Federation, lists other organizations that hire persons qualified as Rangers. Many Park Rangers work at other related jobs for a few years before transferring to the job of Park Ranger. Promotions within the National Park Service are regular and are awarded on a merit basis.

For more information write to:

U.S. Dept. of Agriculture
Forest Service
P.O. Box 2417
Washington, D.C. 20013

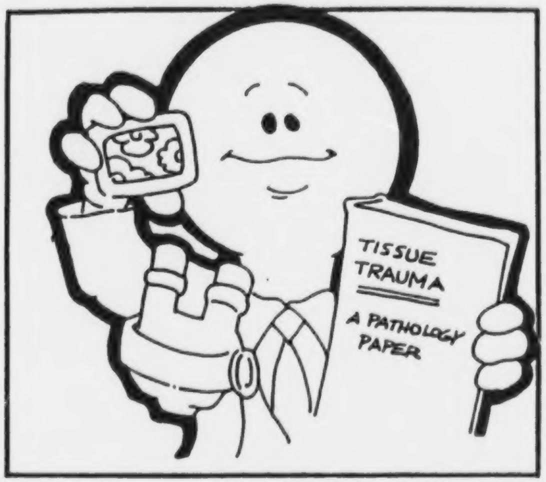
United States Dept. of Interior
National Park Service
Washington, D. C. 20240

National Wildlife Federation
1412 Sixteenth Street, NW
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 178

Career Field Code HDT



Pathologist

It's a BRIGHT IDEA!

THE JOB:

A PATHOLOGIST studies the nature, cause and development of diseases, and structural and functional changes caused by them. They may diagnose diseases and perform autopsies.

What is it like to be a Pathologist

Pathology may be divided into two broad categories: clinical pathology and anatomic pathology.

Clinical Pathologists supervise a hospital laboratory. They select and train laboratory staff. They direct the conducting of various tests ordered by the attending physicians during each patient's stay in the hospital. They complete tests on schedule and issue reports to the physician.

Anatomic Pathologists perform diagnostic lab work. They analyze tissue obtained during surgery or bisopsy. They expertly recognize changes that take place in diseased tissue.

All pathologists work with delicate instruments, mixing and shaking machines, incubators, cameras, centrifuges, autoclaves, and electron microscopes. They use techniques of radioautography, fluorescent microscopy, and radioisotopes.

How much can you make

Earnings Range:	$25,000 - $100,000 plus/year
Most Workers Earn:	$65,000 - $70,000/year
Usual Starting Salary:	$23,100 - $30,000/year

Much depends on the size of the city as well as the size of the hospital.

Hours of work

Tests and consultations are scheduled during the day. Emergencies may arise but they are uncommon.

To prepare for this job you should...

Finish high school. Twelve years of study are required beyond high school for those people who want to go into this field. This study would include 4 years of college, 4 years of medical school, and 4 years of residency in a hospital pathology training program certification.

High school courses that are helpful

-A general knowledge of all basic studies.
-You should study all the science and mathematics courses that you can.

Other training

Knowledge of a foreign language is helpful. Only the very best students are accepted into medical school.

If you want to be a Pathologist you should

-Like to work with very complicated scientific equipment.
-Like to work with others.
-Be precise.
-Be responsible.
-Have an inquiring mind.
-See well.
-Like to solve technical or scientifc problems.
-Work well with your hands and fingers.

Don't Forget

1. This is very exciting and interesting work.
2. Very expensive and long education is necessary.
3. You have a lot of responsibility since a person's life depends on the decisions you make.
4. A Pathologist is respected as a top professional in the medical field.

What does the future look like for this Job?

There is a shortage of Pathologists. The need and demand becomes greater each year.

For more information write to:

Intersociety Committee on Pathology Information
1733 Bethesda Avenue, Suite 735
Bethesda, Maryland 20014

American Health Care Association
1200 15th Street
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 179
Career Field Code HDT

Pediatrician

It's a BRIGHT IDEA!

THE JOB:

PEDIATRICIANS are doctors who specialize in treating children and young teenagers.

What is it like to be a Pediatrician

Pediatricians are doctors who care for the health of children. They treat children of all ages from newborns to teen-agers. They direct the hospital care of newborn infants. They have premature babies placed in incubators. They examine newborns for birth defects. They arrange for any special care a baby may need.

Many diseases are common in children but not in adults. A few of those diseases look much alike in the early stages. Pediatricians must be able to recognize them as early as possible to give proper treatment. They keep careful records of each child's illnesses. Since most childhood diseases are not repeated, knowing what a child has already had helps the doctor figure out what new illness is. Vaccines now available for several diseases are given on a regular schedule.

A big part of Pediatricians' work is keeping children well. They spend a log of time giving examinations to healthy patients. Knowing exactly what to expect from a healthy child helps the Pediatrician notice something wrong before it gets serious.

Pediatricians must know something about child psychology. An unhappy child may appear to be a very sick child. The doctore has to realize when the mind needs more help than the body.

How much can you make

Residents earn from $13,000 to $20,000/year. Most physicians earn well over $50,000/year.

Hours of work

Most Pediatricians schedule office hours from 35 to 40 hours/week. Emergencies and hospital visits may add many extra hours every week.

To prepare for this job you should...

Get a part-time or volunteer job at a hospital. You should finish high school with plans to attend a college or university followed by medical school.

High school courses that are helpful

High school courses that will help you are the college preparatory courses recommended by your guidance counselor or occupational specialist. Of particular help would be chemistry and physics.

Other training

You will need four years of college studies including courses in english, biology, physics, chemistry, and mathematics. Applicants must also make a satisfactory score on the Medical College Admission Test. Then you must go to medical school for four years.

If you want to be a Pediatrician you should

-Like to work with children of all ages.
-Have a lot of patience. You'll need it for the parents, too.
-Be calm and relaxed. Children have a way of knowing when a person is nervous or upset and often have an irritable reaction to it.
-Be willing to spend many years in training to qualify yourself as a Pediatrician.
-Be physically strong enough to work a full day and still have the strength to handle emergencies.

Don't Forget

1. Children usually respond well to proper treatment so the Pediatrician often has the pleasure of seeing a quick recovery.
2. Pediatricians work in private practice, schools, public and private hospitals, public health clinics, and armed forces hospitals.
3. Students in medical school are expected to buy their own microscopes and medical instruments.
4. Loans and scholarships are often available for medical students.

What does the future look like for this Job?

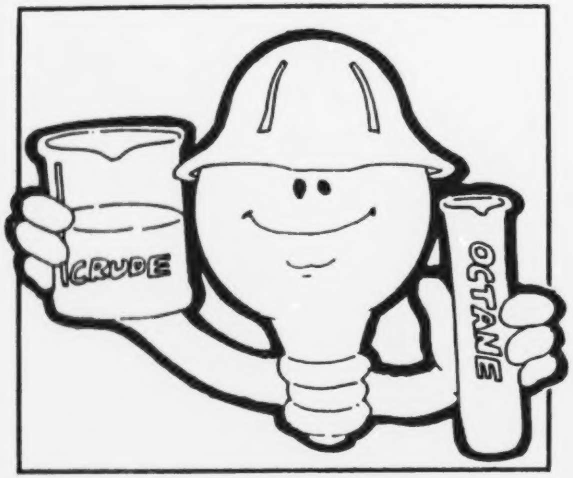
The American Academy of Pediatrics claims that even though pediatrics is one of the fastest growing medical specialties, demand is still greater than the supply of qualified Pediatricians. Outlook is excellent!

For more information write to:

American Academy of Pediatrics
P.O. Box 1034
Evanston, Illinois 60204

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 180
Career Field Code ESA



Petroleum Engineer

It's a BRIGHT IDEA!

THE JOB:

The PETROLEUM ENGINEER studies and advises on problems in exploring and drilling for oil and gas.

What is it like to be a Petroleum Engineer

Petroleum Engineers plan, organize and supervise the extraction of petroleum and natural gas. They study geological surveys and advise on types of derrick and drilling equipment to be used. They compute and map the slope of holes to be drilled. They plan the method of drilling. They recommend and supervise the use of drilling mud and casing cement, and direct special techniques to solve drilling problems.

Petroleum Engineers investigate and test new drilling equipment. They direct testing of boreholes to determine pressures, temperatures, and other factors. They devise methods of bringing wells into production and controlling flow of oil or gas. They recommend procedures for treating oil to remove dirt and water. They determine oil-gas ratios of producing wells, and designate the proper flow to meet regulations.

How much can you make

Earnings Range:	$13,500 - $32,500/year and above for Ph.D.'s
Most Workers Earn:	$17,250 - $26,500/year
Usual Starting Salary:	$13,500 - $16,500/year

Hours of work

Normal work week. Overtime may be necessary if a well does something unexpected.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university. This program is not offered at a lot of universities. Petroleum Engineers are only in demand in oil-rich states, therefore, universities in those states usually offer this degree.

High school courses that are helpful

Chemistry
Physics
Mathematics
Calculus
Geology
Drafting

Other training

Some engineering programs take 5 years to finish.

If you want to be a Petroleum Engineer you should

-Like to do analytical, scientific, and technical work.
-Like to work with machines, equipment or processes.
-Pay close attention to details.
-Work independently and take responsibility.
-Make sure your work meets strict standards.
-Hear well and speak clearly.

Don't Forget

1. Many engineers get their Master's degree for promotion purposes.
2. Almost three-fourths of all Petroleum Engineers are employed in the oil-producing states of Texas, Oklahoma, Louisiana, and California.
3. With a higher degree, some Petroleum Engineers go into research and development or teach college.

What does the future look like for this Job?

With efforts to find more oil and petroleum in the United States, the demand for Petroleum Engineers will increase.

For more information write to:

Society of Petroleum Engineers of AIME
6200 North Central Expressway
Dallas, Texas 75206

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 181

Career Field Code NPD

Pharmacist

It's a BRIGHT IDEA!

THE JOB:

PHARMACISTS weigh, measure, and mix drugs and medicines according to the prescriptions of doctors and dentists.

What is it like to be a Pharmacist

A Pharmacist works indoors. Mosts Pharmacists work in drug stores, but some work in hospitals. A few Pharmacists mix drugs and other medicines. They weigh and measure their compounds very carefully to fill doctors' prescriptions. Pharmacists must keep records of all their stock of chemicals.

Pharmacists in hospitals work closely with doctors, nurses, and hospital administrators. They may be in charge of purchasing supplies for the entire hospital. They may also instruct nurses and interns.

Industrial Pharmacists may have many kinds of jobs. Some do research on new medicines. Others test products to see that they meet quality standards. Some supervise production of drugs. A few Pharmacists work for drug manufacturers' sales department.

A drug store is a clean, comfortable place to work. So is a hospital or industrial laboratory. There may be some problems with allergies to certain chemicals. Some pharmacists have trouble with their legs from standing all day while they work. Pharmacy is a good field for operating your own business.

How much can you make

Earnings Range:	$19,300 - $35,000/year
Most Workers Earn:	$20,000 - $28,000/year
Usual Starting Salary:	$13,000 - $18,500/year

Earnings may vary depending on if you own your own store and how large a store it is.

Hours of work

Most Pharmacists work at least 40 hours/week. A Pharmacist may have to work evenings, weekends, or on holidays. Pharmacists may also be 'on call' for medical emergencies. Part-time work is often available.

To prepare for this job you should...

Complete your high school education. You should write to schools of pharmacy you are considering attending to find out what college courses they require for admission.

High school courses that are helpful

High school courses that will help you are the courses recommended to you by your guidance counselor or occupational specialist to prepare you for entrance to a college or university.

Other training

You must complete 5 years of college including 3 or 4 years in a school of pharmacy.

If you want to be a Pharmacist you should

-Prefer to work indoors.
-Be able to walk or stand most of the day.
-Have good vision (glasses are ok) and should not be color blind.
-Like to do detailed work that requires exact measurements.
-Follow written instructions easily.
-Be willing to continue studying and learning even after you finish school.
-Have steady nerves.
-Have a good sense of smell, taste and touch.
-Like to keep your work area very clean.
-Be a very honest person.
-Be willing to accept serious responsibilities.

Don't Forget

1. A mistake by a Pharmacist can be very dangerous for a doctor's patient.
2. New discoveries are often made in pharmacy, so a Pharmacist can never stop reading and studying.
3. Pharmacists usually get paid vacations and holidays, group insurance, and retirement plans.
4. Some industrial jobs for Pharmacists do not require a license or an internship.

What does the future look like for this Job?

There are many opportunities as the population grows. There will always be a need for Pharmacists. Experienced Pharmacists often have supervisory duties. Many Pharmacists eventually open their own businesses.

For more information write to:

American Assoc. of Colleges
of Pharmacy
8121 Georgia Avenue
Silver Spring, Maryland 20910

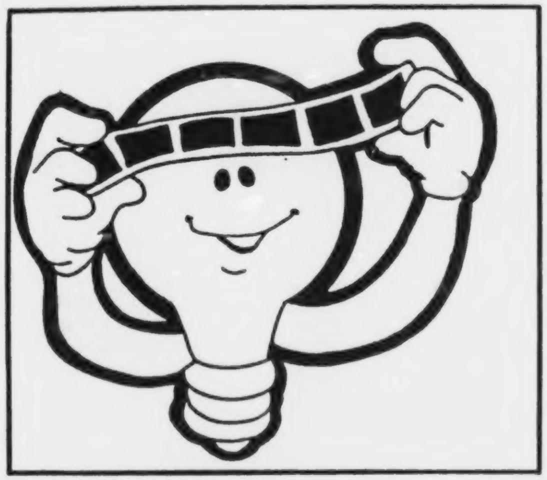
American Pharmaceutical Assn.
2215 Constitution Avenue, N.W.
Washington, D.C. 20037

Florida Pharmaceutical Assoc.
P.O. Box 960
Tallahassee, Florida 32301

Veterans Administration
Washington, D.C. 20420

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 182
Career Field Code CLE



Photofinishing Laboratory Worker

It's a BRIGHT IDEA!

THE JOB:

The PHOTOFINISHING LABORATORY WORKER receives and prepares film for developing and packages the finished prints for return to the customer.

What is it like to be a Photofinishing Laboratory Worker

Photofinishing Laboratory Workers read instructions written on orders and examine the contents of orders. They sort orders according to size and type of processing required. They paste identifying label on customer order envelopes and transfer bags.

Photofinishing Laboratory Workers remove finished work from transfer bags after the processing has been done. They insert orders in bag or envelope. They staple bags together or seal envelopes. They paste address labels on bags or envelopes. They keep records of orders sorted and packaged.

How much can you make

Earnings Range:	$3.35 - $8.50/hour for experienced workers
Most Workers Earn:	$4.50 - $6.00/hour
Usual Starting Salary:	$3.35 - $4.00/hour

Hours of work

Generally 40 hours/week. Some overtime may be necessary during rush seasons.

To prepare for this job you should...

Finish your high school education. It is not a requirement but some employers will not hire people without a diploma.

High school courses that are helpful

Mathematics
English
Clerical Work

Other training

Most employers offer on-the-job training.

If you want to be a Photofinishing Laboratory Worker you should

-Work in an organized, regular way.
-Like to work with things and objects.
-Catch on quickly.
-Understand written and spoken instructions.
-Like to repeat the same task over and over.
-Do things exactly to instructions.
-Be able to see clearly.

Don't Forget

1. During the peak seasons (holidays and summer vacations), you may work a lot of overtime.
2. Eye strain may be a hazard.
3. You may be exposed to chemical fumes.
4. Opportunities for advancement are limited without further education.

What does the future look like for this Job?

There is some demand for workers in this occupation as a result of growing photo industry. Part-time work is available during the summer and for several weeks after Christmas.

For more information write to:

Photo Marketing Assoc. International
603 Lansing Avenue
Jackson, Michigan 49202

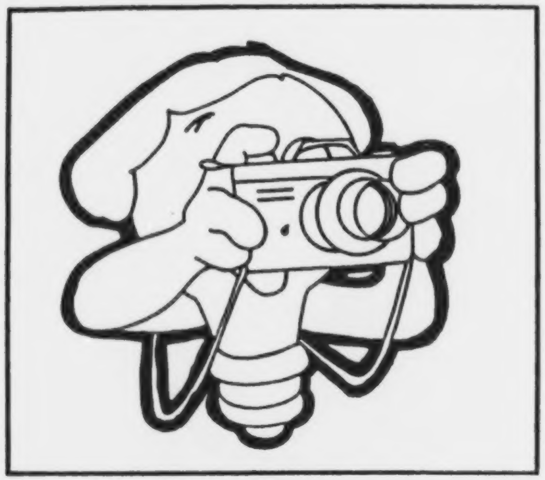
Professional Photographers of America
1090 Executive Way
Des Plaines, Illinois 60018

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 183

Career Field Code WAE



Photographer, General

It's a

BRIGHT

IDEA!

THE JOB:

GENERAL PHOTOGRAPHERS take pictures with cameras.

What is it like to be a General Photographer

General Photographers take pictures with cameras. They also develop and print pictures. Developing and printing are done in a darkroom.

Taking a good picture requires artistic ability. A General Photographer must 'frame' a shot so that the subject is the center of attention. Activity, color, and background should get attention without interfering with the subject.

Good Photography also requires a lot of technical knowledge. Different kinds of film give different qualities to the finished prints. Colored filters change the contrast of different colors on black and white film. Other types of filters such as ultraviolet or polarizing filters are used for color photography. Many lenses are also available. Some lenses work like a telescope. Others are used for close-ups. Some wide-angle lenses 'see' everything that is not directly behind the camera. Photographers use light meters to see exactly how bright the lighting is on the subject. They use special lighting equipment when natural lighting is not satisfactory. They must control the amount of light that enters the camera by adjusting the size of the opening of the diaphragm.

The work done in the darkroom is just as important as the work done with the camera. Developing brings out the image on the film.

How much can you make

Earnings Range:	$ 8,500 - $22,000/year
Most Workers Earn:	$12,600 - $20,500/year
Usual Starting Salary:	$ 8,500 - $12,000/year

Many General Photographers work free lance or part-time.

Hours of work

Commercial and industrial photographers usually work days, 35 to 40 hours/week. Portrait photographers and photojournalists work whatever hours it takes to get the job done. Portrait studios are usually open evenings and weekends. News happens any time of the day or night and the photojournalist tries to be there when it happens.

To prepare for this job you should...

Complete your high school education. If you plan to study photography at a college or junior college you should also take the college preparatory courses recommended by your guidance counselor or occupational specialist.

High school courses that are helpful

Algebra
Geometry
Art
Chemistry
Physics
Industrial Arts

Other training

You should practice with the best camera you can afford and should also try to set up your own simple darkroom to develop and print your own pictures. Local camera clubs can give you valuable experience.

You may be able to get a part-time job in a camera store or photo studio while you are still in school.

If you want to be a General Photography you should

-Have some artistic talent.
-Have a good imagination.
-Have a lot of patience.
-Be able to work carefully and accurately even when you are bored or tired.
-Work well with other people.
-Follow instructions well.
-Not be allergic to photographic chemicals.
-Not mind working in the dark.
-Have good eyesight (including color vision).

Don't Forget

1. There are four main fields of photography: portrait photography (photo studios), commerical photography (advertising agencies), industrial photography (mostly in manufacturing industries), and photojournalism (newspapers and magazines).
2. Many Photographers specialize in either camera work or laboratory work. Other specialties include aerial photography, photojournalism (news photography), microphotography, and police photography.
3. Some jobs in photography require a lot of traveling.
4. Many jobs in industrial photography require engineering degrees as well as photographic talent.

What does the future look like for this Job?

Demand for General Photographers is presently very low. The most rapidly growing field is industrial photography. Population is growing rapidly and this growth may lead to increase demand for portrait work. Beginners will find jobs more easily with formal training. Photographers without formal training will find it increasingly difficult to find jobs which offer on-the-job training. Experience Photographers often open their own studios.

For more information write to:

Professional Photographers of America
1090 Executive Way
Des Plaines, Illinois 60018

National Free Lance Photographers Assoc.
4 East State Street
Doylestown, Pennsylvania 18901

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 184
Career Field Code NPD

EXERCISE FOR HAND INJURIES

Physical Therapist

It's a BRIGHT IDEA!

THE JOB:

PHYSICAL THERAPISTS help injured and hanicapped patients recover as much use of their bodies as possible.

What is it like to be a Physical Therapist

Physical Therapists teach handicapped or disabled patients to get along on their own as much as possible. Most work in general hospitals and clinics. Some work in nursing homes and rehabilitation centers. Others teach or work at schools for crippled children.

Therapists test and examine patients to find out exactly what their prolems are. They check reflexes and responses to heat, cold, and pressure to test the nervous system. They observe their patients' ability to move parts of the body. They test their patients heart and lungs. They also test muscle strength.

Once the Therapists know the type of problem and how bad it is, treatment can be planned. Exercising may be very painful for some patients, especially at first. Physical Therapists must know a lot about the psychology of pain and how to control it. They must give their patients a lot of encouragement to keep them from giving up. Some patients will always need mechanical help or artificial limbs. Therapists teach these patients the easiest, safest, most comfortable ways to use their equipment. They may design new mechanical aides for patients with special problems.

Some physical therapy only requires the patient to be still and endure it. Heat and cold are used to relieve pain and improve circulation.

How much can you make

Earnings Range:	$13,000 - $27,000/year
Most Workers Earn:	$16,000 - $18,000/year
Usual Starting Salary:	$13,000 - $15,000/year

Hours of work

Most Physical Therapists work days, 40 hours/week. Some evening work may be required.

To prepare for this job you should...

Finish high school with plans to attend a college or university.

High school courses that are helpful

High school courses that will help you are those recommended by your guidance counselor or occupational specialist to prepare you to enter a college or university.

Other training

Y You must take a 4 year degree program accredited by The American Physical Therapy Association.

If you want to be a Physical Therapist you should

-Have a real desire to help other people help themselves.
-Have a great amount of patience and understanding.
-Be outgoing and enthusiatic in your work.
-Get along well with almost anyone.
-Be able to appreciate small successes with being satisfied with them.
-Be willing to try something new when your first plans don't work well.

Don't Forget

1. Summer work at camps for handicapped children is good on-the-job experience for students interested in physical therapy.
2. A job with lower educational requirements (also less responsibility and less pay) is physical therapy aide.
3. Scholarships and loans are often available for physical therapy students.
4. Most employers offer paid vacations, holidays, group insurance plans, and uniform allowances. Other fringe benefits vary, depending on what kind of institution the therapists chooses to work in.

What does the future look like for this Job?

There is a lot of competition for the jobs that are available so you must have good qualifications. A master's or doctorate degree combined with experience increases opportunities in teaching, research, and administrative positions.

For more information write to:

American Physical Therapy Association
1156 Fifteenth Street, NW
Washington, D.C. 20005

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 185

Career Field Code NPD

TEMPERATURE
HEART RATE
BLOOD PRESSURE
SYMPTOMS

Physician's Assistant

It's a

BRIGHT

IDEA!

THE JOB:

A PHYSICIAN'S ASSISTANT provides patient services under direct supervision and responsibility of a doctor of medicine.

What is it like to be a Physician's Assistant

Physician's Assistants take detailed and accurate medical histories. They perform physical examinations. They take blood samples and electrocardiographic tracings. They give injections and immunizations. They suture and care for wounds.

Physician's Assistants instruct and counsel patients on such matters as normal growth and development, disease, therapy and diet. They assist the physician in hospitals by making patient rounds. They assist in the care of patients in their homes or nursing homes.

Physician's Assistants coordinate the roles of other health technicians. They collect and interpret data. They apply and remove casts. They dress wounds. They assess and monitor the progress of ill patients. They complete narrative case summaries. They schedule and explain diagnostic procedures to hospitalized patients. They study after hours.

How much can you make

Earnings Range:	$13,000 - $23,500/year
Most Workers Earn:	$16,000 - $18,000/year
Usual Starting Salary:	$13,250 - $15,000/year

Hours of work

May be over 40 hours/week. May involve some night and weekend work.

To prepare for this job you should...

Finish your high school education with plans for at least 2-6 years more of training. Most Physician's Assistant training programs require certain scores on entrance exams and a personal interview.

High school courses that are helpful

Mathematics
Chemistry
Physics
Biology
English

Other training

A bachelor's degree, preferably in science or one or two years experience in patient care is necessary for application to most training programs. To be certified, you must graduate from an approved training program of two or more years, and work for a physician who will certify you.

If you want to be a Physician's Assistant you should

-Be responsible.
-Use good judgement.
-Work well with others.
-Help others feel at ease.

Don't Forget

1. Entrance to training programs is very strict.
2. As a Physician's Assistant, you will be helping to relieve the doctor shortage by enabling physicians to use their specialized skills better and serve others.
3. Physician's Assistants may specialize in certain fields of medicine.

What does the future look like for this Job?

There is a great demand for Physician's Assistants all over the country.

For more information write to:

American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

Nat'l Commission on Certification
of Physician's Assistants
3384 Peachtree Blvd., N.E.
Suite 560
Atlanta, Georgia 30326

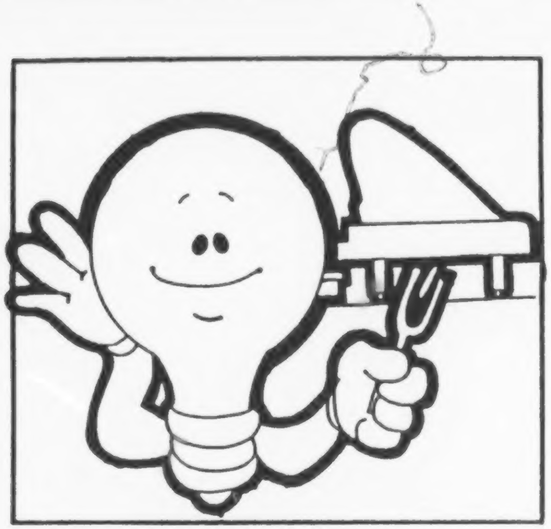
American Academy of Physician's
Assistants
1117 N. 19th St., Suite 300
Arlington, VA 22209

National Health Council, Inc.
1740 Broadway
New York, NY 10019

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 186

Career Field Code MCR



Piano Technician

It's a BRIGHT IDEA!

THE JOB:

A PIANO TECHNICIAN repairs, refinishes, and tunes pianos, using specialized tools and guages.

What is it like to be a Piano Technician

Piano Technicians repair, refinish and tune pianos. They test components such as keyboards, pedals and the actions of pianos. They level keys. They detach action mechanisms and replace faulty parts, such as hammers, shanks, and joint connections.

Piano Technicians replace broken or missing strings. They tune strings, using a tuning hammer and fork. They examine wooden parts for splits, wrap and other defects.

How much can you make

Earnings Range: Most Technicians charge between $35-$50 to tune a piano. It usually takes 2 hours and many times the Technician must come back and adjust the piano again.

Hours of work

Some Technicians, known as independents, may work only 2 to 3 hours/day. Evening work may be required.

To prepare for this job you should...

Finish your high school education with plans for either an apprenticeship or formal training.

High school courses that are helpful

Wood Shop
English
Music
Mathematics
Physics

Other training

Several private schools offer specialized training in this field.

If you want to be a Piano Technician you should

-Like to work alone.
-Like to talk to customers, music teachers, musicians.
-Concentrate on your work.
-Be precise.
-Be dependable.
-Hear and see well.
-Like to work with musical instruments.
-Use good judgement.

Don't Forget

1. Many Technicians work weekends when their customers are home.
2. This is a good job for part-time work.
3. You could meet many interesting people.
4. You may belong to a professional group or Piano Technicians Guild.

What does the future look like for this Job?

Opportunities are best in larger towns and cities.

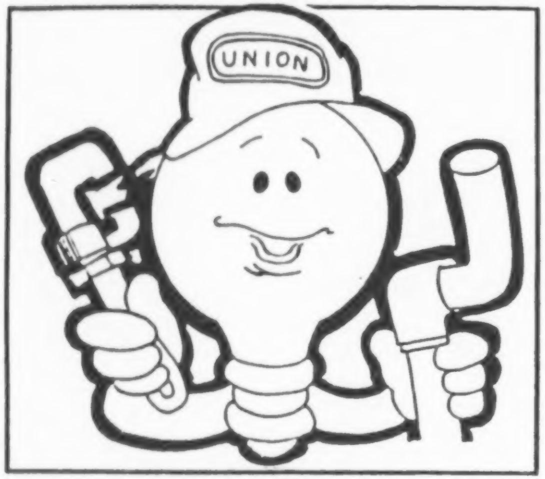
There is a need for thousands of Piano Technicians throughout the U.S.

For more information write to:

Piano Technician's Guild, Inc.
Post Office Box 1813
Seattle, Washington 98111

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 187
Career Field Code CMD



PIPE FITTER

It's a BRIGHT IDEA!

THE JOB:

PIPE FITTERS install and repair pipes for water, gas or many other fluids.

What is it like to be a Pipe Fitter

A Pipe Fitter usually works for construction companies or open their own business. Pipe Fitters lay out, assemble, install and maintain piping and piping fixtures. Pipe Fitters cut metal pipes to fit and use heavy tools or power tools. They must also test pipes for leaks.

Work can be hard and dirty. May work outdoors in all kinds of weather. You may train to be a Pipe Fitter in an apprenticeship program.

How much can you make

Earnings Range:	$5.50 - $12.50/hour in large cities.
Most Workers Earn:	$8.50 - $10.00/hour
Usual Starting Salary:	$5.50 - $ 7.50/hour or 60% of journeyman's wages

Hours of work

Usually 40 hours per week. Some overtime may be needed.

To prepare for this job you should...

Get a high school diploma or equivalent. Check into apprenticeship programs.

High school courses that are helpful

English
Math
Physical Science
Drafting
Metal and Wood Shop

Other training

You can get on-the-job and classroom training through the apprenticeship program. See your counselor.

If you want to be a Pipe Fitter you should

-Have good judgment.
-Be responsible and accurate.
-Like to work with tools and machines.
-Read and use plans.
-Meet exact standards.

Don't Forget

1. A driver's license may be required.
2. Pipe Fitters often supply their own tools.
3. You should be able to read code books, blueprints, and installation instructions.
4. You may have to work in tight, cramped quarters and in unheated buildings.

What does the future look like for this Job?

It is estimated that there will be openings in Florida for 919 Pipe Fitters between 1985 - 1990.

For more information write to:

Florida Bureau of Apprenticeships
1321 Executive Center Drive, East
Tallahassee, Florida 32301
(904) 488-8332

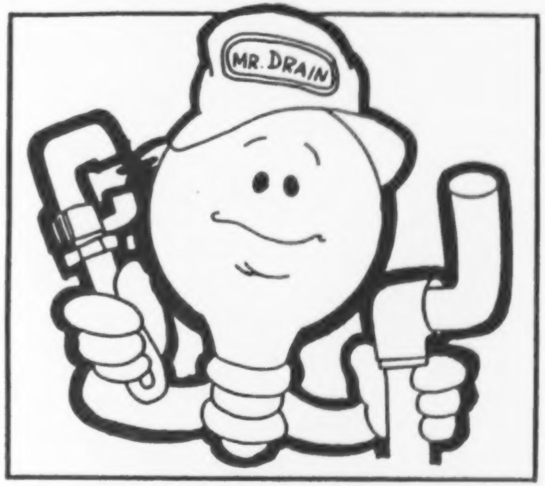
National Assoc. of Plumbing-Heating
Cooling Contractors
1016 20th Street, N.W.
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 188

Career Field Code CMD



Plumber

It's a BRIGHT IDEA!

THE JOB:

A PLUMBER puts pipes together for water, gas or steam.

What is it like to be a Plumber

A Plumber works indoors part of the time and outdoors part of the time. A Plumber may install pipes for water and gas in a new home or office building before it is finished. When the building is nearly finished the Plumber puts in the tubs, sinks, faucets, water heaters, and other appliances. Plumbers may also replace old pipes or add to piping in an old building. Most Plumbers spend a lot of time doing repair work on pipes.

Plumbers use hand tools to cut threads in pipes. They use wrenches and solder to fasten pipes together. They have to be careful not to get burned when working with hot solder. Plumbers use chisels, saws, hammers, reamers, and drills. They may also use some power tools to cut, bend, or thread pipes.

Most Plumbers work for contractors in new construction. Many self-employed Plumbers do mostly repair, alteration, and remodeling work. Many Plumbers work in the industrial maintenance departments of chemical plants, synthetfiber plants, and paper mills.

How much can you make

Earnings Range:	$4.25 - $11.00/hour
Most Workers Earn:	$8.50 - $10.00/hour
Usual Starting Salary:	$4.25 - $ 5.50/hour

Hours of work

Most Plumbers work days, 40 hours/week.
Some emergency jobs may cause overtime work at night or on weekends.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Shop
Geometry
Algebra
Physics
Mathematics
Mechanical Drawing
Drafting

Other training

A plumbing course at an area vocational school or technical education center should be discussed with the local Joint Apprenticeship Committee.

The Armed Services train some Plumbers.

If you want to be a Plumber you should

-Like doing many different things in your work.
-Like to work with hand tools.
-Be able to follow instructions well.
-Pay attention to details.
-Be able to lift and carry up to 100 pounds.
-Have a good sense of balance.
-Have normal vision (glasses are ok).
-Not mind working in cramped positions.

Don't Forget

1. You will have to pass aptitude tests to start training as an apprentice.
2. Plumbers may lose time between jobs.
3. Plumbers buy their own tools.
4. You may be required to join a union.
5. Some employers offer paid vacations and holidays, health and welfare plans, and pension plans.

What does the future look like for this Job?

There is a good demand for Plumbers. The increased complexity of household plumbing will create new jobs. Qualified Plumbers may become foremen, estimators, contractors, or plumbing inspectors.

For more information write to:

National Assoc. of Plumbing-
Heating-Cooling Contractors
1016 20th Street, NW
Washington, D.C. 20036

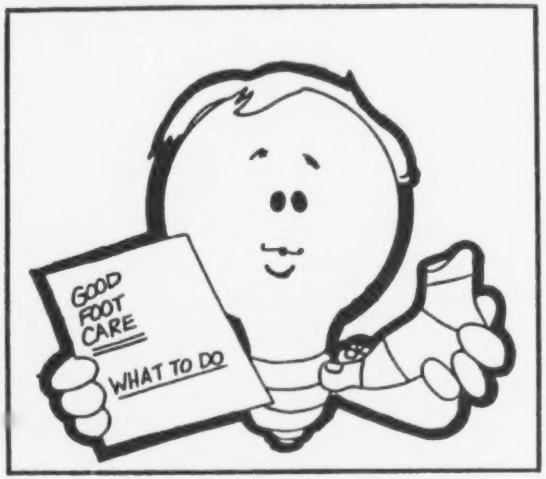
U.S. Dept. of Labor Bureau
of Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

Associated Builders & Contractors
729 15th Street., N.W.
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 189

Career Field Code HDT



Podiatrist

It's a

BRIGHT

IDEA!

THE JOB:

PODIATRISTS diagnose and treat diseases and deformities of the foot.

What is it like to be a Podiatrist

Podiatrists perform surgery. They fit corrective devices and prescribe drugs, physical therapy and proper shoes. To help them diagnose foot troubles, they take x-rays and perform blood tests. They take care of corns, bunions, calluses, ingrown toe nails, skin and nail diseases, and deformed toes and arch disabilities.

When Podiatrists find a serious medical problem, they refer the patient to a medical doctor. Some do foot surgery, others specialize in children's foot problems or foot problems of the elderly.

How much can you make

$20,000 to $26,000 to start is usual. Many earn over $50,000/year.

Hours of work

Generally 40 hours/week. Many set their own workday hours.

To prepare for this job you should...

Know that you must be licensed to practice Podiatry. Graduate from high school with a B average and get at least a bachelor's degree. Plan to go to 4 years of Podiatry school. Graduate from an approved Podiatry school. Know that the test is written and oral.

High school courses that are helpful

Biology
Zoology
Chemistry
English
Other College Preparatory Courses

Other training

Four years of Podiatry are required. 90% of all people entering Podiatry school have 4 year degrees.

If you want to be a Podiatrist you should

-Plan to go to college for 8 years.
-Know that the first 2 years of Podiatry school are spent in classroom instruction; the last two years you will work in a clinic while you continue your studies.

Don't Forget

1. You should have a scientific aptitude and be good at working with your hands.
2. You should also have a good business sense and work well with people.

What does the future look like for this Job?

Opportunties should be favorable through the 1980's. A growing number of older people need help with their feet. Many more doctors will be needed to serve the growing population and there will be increasing opportunities for doctors in rural areas and small towns.

For more information write to:

The American Society of Colleges
of Podiatric Medicine
20 Chevy Chase Circle, N.W.
Washington, D.C. 20015

Council on Medical Education
American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60611

Assoc. of American Medical Colleges
Suite 200., Dupont Circle, N.W.
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 190

Career Field Code SRV

PD
TRAFFIC AND PEDESTRIAN SAFETY
HOW TO PROTECT YOUR HOME

Police Officer

It's a BRIGHT IDEA!

THE JOB:

A POLICE OFFICER should be trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

What is it like to be a Police Officer

A Police Officer works indoors or outdoors. A Police Officer may drive a car, ride a motorcycle, or walk all day or all night long. Police Officers investigate accidents. They help in rescue operations. They stop people from breaking traffic rules. They keep crowds from becoming mobs. Police Officers may inspect restaurants and stores for license regulations. They may direct traffic at accidents or busy intersections. Police Officers answer emergency calls of all kinds. They arrest criminals to protect life and property.

Police Officers may have to risk their lives to catch speeding drivers. They may be shot by criminals. They may be injured by rioters or drunk drivers. People are often rude to Police Officers whether they are doing a good job or not.

Police Officers have to do a lot of indoor work, too. They have to testify in court cases. They have to write accident reports and daily activity reports. Especially during training, a Police Officer spends a lot of time in classrooms.

How much can you make

Earnings Range:	$ 9,000 - $22,000/year
Most Workers Earn:	$13,250 - $16,000/year
Usual Starting Salary:	$ 9,300 - $13,000/year

Hours of work

Police Officers work days, evenings or nights, 40 to 48 hours/week. Police Officers work on weekends and holidays.

To prepare for this job you should...

Complete your high school education with plans for at least two more years of training.

High school courses that are helpful

English (spelling and grammar)
American History
Civics and Government
Physics
Sociology
Physical Education

Other training

The Armed Services offer police training.
Your counselor can help you plan for college training in law enforcement.
Ask your local police department about cadet training programs for 18 year old candidates.

If you want to be a Police Officer you should

-Have an honest respect for legal rights and obligations.
-Have mature judgment and the ability to make decisions.
-Be calm under pressure.
-Be willing to accept responsiblity.
-Notice details.
-Be patient in correcting other people's mistakes.
-Be comfortable handling weapons.
-Be able to take orders and give orders.
-Not mind working in bad weather.
-Not mind doing many of the same jobs over and over.

Don't Forget

1. You must meet certain height and weight requirements (check with your local police department) and pass a strength test and physical examination.
2. You must be 21 years old and score well on the civil service examination.
3. You must have normal color vision.
4. You must have a driver's license.
5. Most police departments offer paid vacations, sick leave, life and health insurance, and pension plans.
6. You must be a U.S. citizen.

What does the future look like for this Job?

There is a strong, steady demand for qualified Police Officers but only the best appplicants are selected. The greatest demand will be in large cities. Experienced Police Officers may be promoted to sergeant, lieutenant, inspector or captain.

For more information write to:

International Association of Chiefs of Police
11 Firstfield Road
Gaithersburg, Maryland 20760

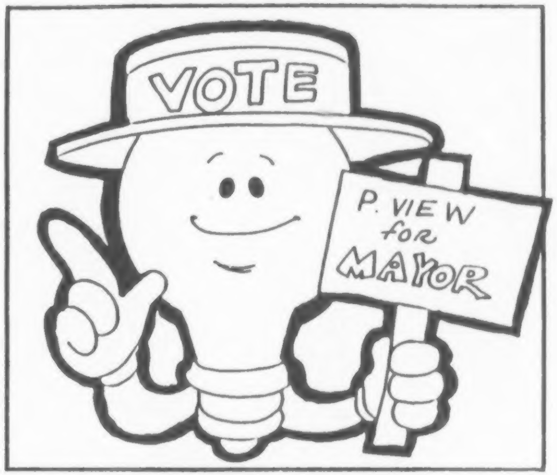
Veterans Administration
Washington, D.C. 20420

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 191

Career Field Code SLR



Political Scientist

It's a BRIGHT IDEA!

THE JOB:

A POLITICAL SCIENTIST studies the way in which political power is gained and used.

What is it like to be a Political Scientist

Political Scientist work for government agencies, research groups, consulting firms, labor unions and business firms. They conduct public opinion surveys, analyzes election results and compare the main aspect of different proposals. They must study a wide range of subjects such as political theory, systems and principles.

A Political Scientist's work may be exciting and creative.

How much can you make

Earnings Range:	$7.00 - $15.00/hour
Most Workers Earn:	$9.00 - $12.00/hour
Usual Starting Salary:	$7.00 - $ 8.00/hour

Hours of work

Usually 40 hours per week, however; hours may be irregular. Overtime or weekend work may be necessary.

To prepare for this job you should...

Get a bachelor's degree from a four year college or university, plus one or more years of graduate school.

High school courses that are helpful

Social Studies
Political Science
English
History
College Preparatory Courses

Other training

A master's degree or Ph.D. in political science helps for job advancement.

If you want to be a Political Scientist you should

-Speak clearly to explain ideas.
-Like to solve problems.
-Like to analyze information.
-Study and compare information.
-Like to write reports.

Don't Forget

1. You should be a curious and creative person.
2. You should be able to analyze data.
3. You will need training in statistics and mathematics.
4. You may have to work overtime.

What does the future look like for this Job?

Job opportunities should remain the same through the mid - 1990's.

For more information write to:

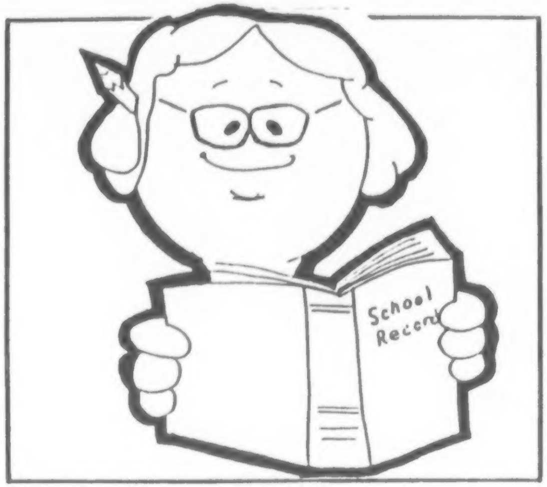
Consortium of Social Science Occupations
1733 Massachusetts Avenue, N.W.
Suite 300
Washington, D.C. 20036

The American Political Science Assn.
1527 New Hampshire Avenue, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 192

Career Field Code AMB



PRINCIPAL

It's a

BRIGHT

IDEA!

THE JOB:

A PRINCIPAL plans, directs and coordinates the activities in a primary or secondary school.

What is it like to be a Principal

Principals evaluate educational programs to be sure they conform to the law. They meet with staff to review and plan their activities. They talk with students, parents, and teachers about behavior problems and educational problems in the school.

Principals work with colleges, community organizations and other schools to coordinate services. They approve the purchase of supplies for the schools and teachers. They may help to develop the curriculum. They may visit the classroom to observe the teacher and the students. They assist in recruiting new teachers and other staff.

How much can you make

Earnings range from $13,000/year to over $60,000/year for larger school districts.

Hours of work

Usually from 8 to 5 p.m. Many get summers off.

To prepare for this job you should...

Plan to finish high school. Go to college for four years. Teach for a while and get your master's degree in educational administration. Like to work in a school. Know that you may have to work with angry parents. Volunteer to work in the office at your school.

High school courses that are helpful

All types of college preparatory classes including psychology and business law.

Other training

You will most likely need at least a master's degree in education administration.

If you want to be a Principal you should

-Plan to go to school at least 4 to 6 years beyond high school.
-Learn how schools operate and are organized.
-Try a part-time job as a camp counselor or a teacher's aide.

Don't Forget

1. You may be a principal of an elementary, secondary or middle school.
2. You may direct certain departments such as special education, vocational education or adult education.

What does the future look like for this Job?

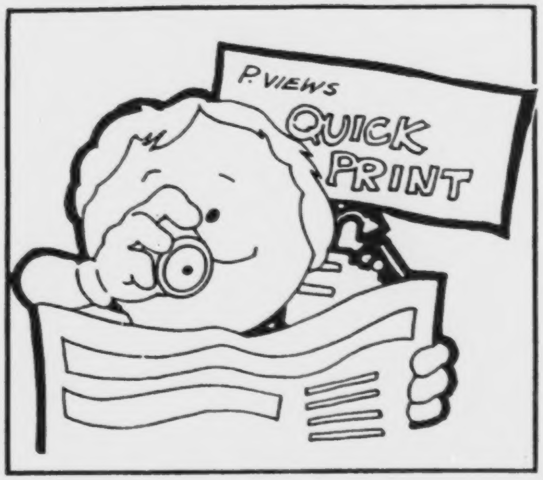
Some parts of the country have an oversupply of Principals.

For more information write to:

Talk to your school's principal or other school principals.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 193
Career Field Code PWM



Printer

It's a BRIGHT IDEA!

THE JOB:

The PRINTER sets up and runs printing, plate-making, papercutting, drilling and folding machines. These are used to print and bind copies.

What is it like to be a Printer

Printers set up and run the presses used in standard or offset printing. They operate a great variety of machines.

Printers examine printing orders to determine press time needed, quantity of paper to be used and other specifications for copy. They wash and prepare plates. They maintain supplies of ink in presses at all times. They make adjustments to machine parts (such as cylinders). They run the press producing the complete run. They adjust controls for proper ink flow. They clean the press following each job.

How much can you make

Earnings Range:	$3.50 - $9.30/hour
Most Workers Earn:	$6.00 - $9.00/hour
Usual Starting Salary:	$3.50 - $4.65/hour or 55% of Journeyman's wage

Hours of work

Usually 40 hours/week. Some overtime may be necessary.

To prepare for this job you should...

Finish your high school education. Not all employers require a high school diploma but it might help you to advance.

High school courses that are helpful

English
Mathematics
Physics
Mechanical Drawing
Metal and Wood Shop
Typing
Business Machines
Graphic Art

Other training

Most training can be done on-the-job. This is an apprenticeable career.

If you want to be a Printer you should

-Pay attention to detail.
-Be patient.
-Be precise.
-Like to do the same thing over and over.
-Like to work alone inside most of the time.
-Have good physical strength.
-Have normal sight and hearing.
-Have good color vision.

Don't Forget

1. Most work is done while standing.
2. Union membership may be expected.
3. You will usually have to clean and maintain your own machine.
4. There will be times when you have to work under the pressure of deadlines.

What does the future look like for this Job?

Job opportunities are best in larger towns and cities.

Oppportunities are better for those with the most specialized training and work experience. Employment is steady year-round.

For more information write to:

Florida Bureau of Apprenticeships
1321 Executive Center Dr., E.
Tallahassee, Florida 32301
(904) 488-8332

Talk to a printer in your home town.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 194
Career Field Code SLR

REPORT RECORD
PAROLE FILE

Probation Officer

It's a BRIGHT IDEA!

THE JOB:

A PROBATION OFFICER works with adults and juveniles who have been in trouble with the law. They give advice and helps in finding jobs, places to live and getting an education.

What is it like to be a Probation Officer

Probation Officers deal with those who have broken the law, but whose sentence has been suspended by the court. They see the offender on a schedule and provide help in job placement or school attendance, advise community services, and try to help the probationer build a better and more responsible life.

Probation Officers may provide individual or group counseling. They secure remedial action, if necessary, from the courts if the offender fails to follow probationary standards.

How much can you make

Earnings Range:	$4.00 - $11.00/hour
Most Workers Earn:	$4.60 - $ 7.75/hour
Usual Starting Salary:	$4.00/hour

Hours of work

A lot of overtime in the evening and/or weekends is usually necessary.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university for 2-4 years. Counseling with scouts or youth clubs could be helpful.

High school courses that are helpful

English
Writing or Journalism
Speech
Foreign Language
Psychology

Other training

Many community colleges offer programs in criminal justice. A bachelor's degree is preferred rather than an associate degree.

If you want to be a Probation Officer you should

-Like to help others.
-Like to deal with all types of people.
-Keep an open mind.
-Use common sense.
-Be able to persuade or influence others.
-Think of new ways to do things.
-Be able to perform under stress.

Don't Forget

1. A Civil Service Exam may be required for government work. Field training is required.
2. A great deal of desk work in an office is required.
3. Some time is spent in court speaking for or against an offender.
4. This job can be very rewarding or very disappointing.

What does the future look like for this Job?

There is a growing demand each year in this field.

For more information write to:

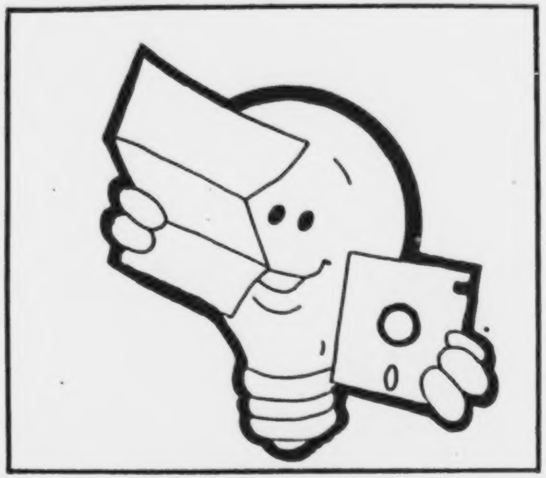
American Correctional Association
National Offender's Service
Contact Center
P.O. Box 81826
Lincoln, Nebraska 68501

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 195

Career Field Code TTE



Programmer, Business

It's a BRIGHT IDEA!

THE JOB:

BUSINESS PROGRAMMERS tell computers what to do.

What is it like to be a Business Programmer

Programmers write instructions for computers. In one way a computer seems very 'smart'. It can make many calculations very quickly and doesn't 'forget' things. In another way it seems very stupid. It can only do exactly what a Programmer instructs it to do.

Instructions for computers must be written in very simple steps. The problem must first be examined by an experienced Programmer. The problem is broken down into several steps required to solve it. Programmers then write detailed instructions for solving each step. The instructions are arranged in a form called a flow sheet. The flow sheet shows the exact order in which every calculation is made.

Programmers also write instructions for computer operators. The instruction sheet tells the operator how to give the instructions to the computer. After all the instructions and flow sheets are finished the program must be tested. Programmers use a sample of the figures to be processed. They review the entire program step by step using the sample figures. Parts of the program may be rewritten to correct any difficulty. Next, the program is tested on a computer.

Many Programmers may work together as a team to solve a complicated problem. Simple problems may be programmed by only one person in a few days.

How much can you make

Earnings Range:	$200 - $480/week and above
Most Workers Earn:	$250 - $400/week
Usual Starting Salary:	$200 - $250/week

Many Programmers charge a flat fee charge per program.

Hours of work

Programmers usually work days, 40 hours/week. Overtime may be necessary to meet deadlines.

To prepare for this job you should...

Finish high school with plans to attend a college or technical education center.

High school courses that are helpful

High school courses that will help you are those recommended by your guidance counselor or occupational specialist to prepare you for college plus as many mathematics courses as you can take.

Other training

Many colleges and universities offer bachelor's and master's degrees in computer programming.

If you want to be a Business Programmer you should

-Be able to 'think through' a problem logically.
-Be able to work at a task until it is exactly right.
-Enjoy mathematical work.
-Have good memory for details.
-Work well as a member of a team.
-Follow instructions well.

Don't Forget

1. Because every business has its own special programs even a graduate with a degree in computer science will need several weeks of on-the-job training.
2. Most employers offer paid vacations and holidays, sick leave, group insurance rates, and retirement benefits.
3. Short deadlines for completed work may put a lot of pressure on programmers.
4. New computers may require programmers to spend some time learning new programming methods.

What does the future look like for this Job?

Computers are the way of the future; so the need for Computer Programmers is great and should continue for the next several years.

For more information write to:

American Federation Of Information
Processing Societies
210 Summit Avenue
Montvale, New Jersey 07645

Data Processing Management Assoc.
505 Busse Highway
Park Ridge, Illinois 60068

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 196
Career Field Code HTT

Prosthetist

It's a

BRIGHT

IDEA!

THE JOB:

PROSTHETISTS makes and repairs artificial devices and limbs for handicapped people.

What is it like to be a Prosthetist

The Orthotics - Prosthetics Technician must be able to work with many kinds of people, materials and tools. Their duties would include:

(1) Using measurements of the patient's body and written directions from a doctor to lay out work.
(2) Using precision measurements and hand or shop tools to make brace or limb parts.
(3) Finishing, padding and coloring braces or limbs.
(4) Testing braces and limbs for correct movement.
(5) Fitting and adjusting braces or limbs on patient.
(6) Telling patients about the care and use of the brace or limb.
(7) Shaping plastic around metal cast of patient's limb or body.
(8) Covering and padding brace structure, using rubber, felt, plastic and leather.

How much can you make

Many can earn as much as $8.50/hour. Some open their own shops and earn much more.

Hours of work

Most work 40 hours/week. Some overtime may be necessary.

To prepare for this job you should...

Be able to work many kinds of hand and power tools. Know that you will have to work with fiberglas, plastic, wood, leather and metal. You may have to be able to sew also. Like to work with people to help them to overcome their handicaps.

High school courses that are helpful

English
Mathematics
Physical Science
Sewing
Biology
Wood & Metal Shop
Art
Drafting

Other training

Most learn this skill on the job or by going through a 4 year apprenticeship training program.

Note: You may have to pass a test to qualify as an apprentice.

If you want to be a Prosthetist you should

-Prepare to take an apprenticeship aptitude test.
-Be willing to work with severely handicapped people.
-Be able to build things out of all types of materials.

Don't Forget

1. You could work for a private company, hospital or government agency.
2. Must work for private concerns.

What does the future look like for this Job?

As artificial limbs become more complex, the demand for highly trained technicians will grow. Fully trained apprentices should have little trouble being employed at a good wage.

For more information write to:

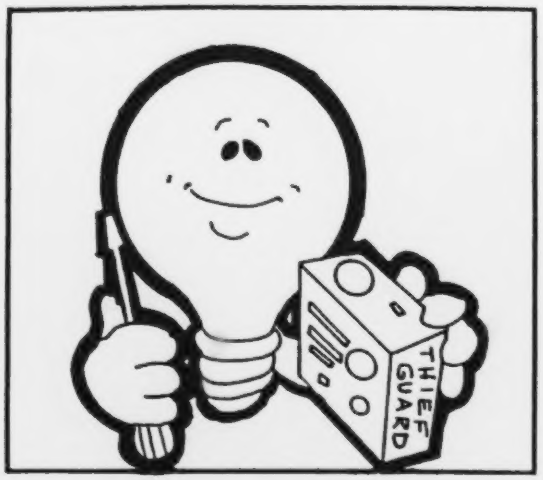
The Bureau of Apprenticeship or look under Prosthetics in your yellow pages. Talk to a Technician if you can.

Florida Bureau of Apprenticeships
1321 Executive Center Dr., East
Tallahassee, Florida 32301
(904) 488-8332

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 197

Career Field Code CMD



Protective Signal Installer

It's a

BRIGHT

IDEA!

THE JOB:

An PROTECTIVE SIGNAL INSTALLER puts in, keeps up and tests fire and burglar alarms.

What is it like to be a Protective Signal Installer

They plan, lay out and modify alarm systems for businesses. They read blue prints to decide the best place to put the alarm in. They wire the building and install the burglar or fire alarm. They use all types of tools including drills, welding torches, soldering irons and screwdrivers.

How much can you make

Most workers earn from $6.00 to $10.00/hour. Apprentices usually start at 50% to 60% of a journeyman's wage.

Hours of work

You must work 40 hours per week. May be called out on an emergency.

To prepare for this job you should...

Learn about electricity. Be in good physical shape. Know that you could get an electric shock as well as cuts, bruises and burns.

High school courses that are helpful

Wood Shop
Metal Shop
Electricity
English
Mathematics
Science

Other training

You can go through a 4-year apprenticeship program that teaches you how to put the system in and also fix broken ones.

If you want to be a Protective Signal Installer you should

-Be able to work alone.
-Be able to follow instructions.
-Be mechanically inclined.

Don't Forget

1. You will need a high school diploma to qualify as an apprentice.
2. You may have to join a union.
3. You must follow safety rules closely.

What does the future look like for this Job?

More and more businesses are becoming safety conscious, so this looks like a good field to go into.

For more information write to:

Florida Bureau of Apprenticeships
1321 Executive Center Drive, East
Tallahassee, Florida 32301
(904) 488-8332

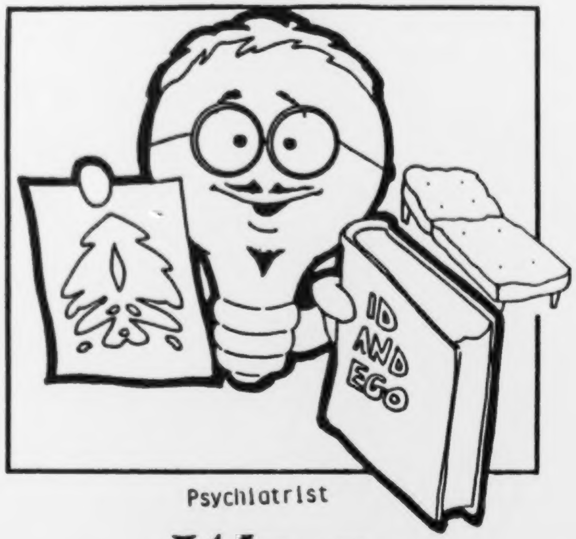
State Bureau of Apprentices or The
Bureau of Apprenticeship and Training

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 198

Career Field Code SLR



Psychiatrist

It's a BRIGHT IDEA!

THE JOB:

PSYCHIATRISTS treat mental disorders.

What is it like to be a Psychiatrist

A Psychiatrists is a doctor who specializes in mental health. Many Psychiatrists work in mental hospitals, some work in general hospitals and clinics. In addition to treating patients they may spend part of their time teaching.

Psychiatrists treat a variety of patients. They help people overcome emotional problems. They counsel people with family or work problems, and treat serious mental illnesses.

There are several methods of treatment used by Psychiatrists. Psychotherapy means treatment of the mind. It may be used for individuals, small groups, or families. Patients may act out roles to show their reactions to certain situations. The Psychiatrist or other members of the group then discuss the possible reasons for each patients' reactions. In psychoanalysis the Psychiatrist listens to the patients talk about whatever they happen to be thinking about. Drug Therapy is often helpful to patients who are very nervous or very depressed. Milieu Therapy helps patients get along better with other people. Most psychiatric methods teach patients to better understand themselves.

How much can you make

Earnings Range:	$19,000 - $70,000/year and above
Most Workers Earn:	$28,000 - $45,000/year
Usual Starting Salary:	$19,000 - $25,000/year

Hours of work

Most Psychiatrists set their own working hours according to the number of patients they are able to handle at one time. They often spend many 'extra' hours writing.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university and medical school.

High school courses that are helpful

High school courses that will help you are those recommended by your guidance counselor or occupational specialist to prepare you for entrance to a college or university.

Other training

You should plan to take the pre-medical courses for your bachelor's degree (4 years), then go to medical school, specialization, and internship.

If you want to be a Psychiatrist you should

-Be sincerely interested in other people and their problems.
-Enjoy scientific work.
-Prefer work that requires you to think a great deal.
-Prefer work that requires very little strength or use of your hands.
-Be a good listener.
-Be willing to spend many years in school.

Don't Forget

1. To become a diplomate in psychiatry requires at least 12 to 14 years of study and experience after graduation from high school.
2. Psychiatrists do a lot of writing for professional journals, lectures, books, and case histories.
3. Their are loans and scholarships available for medical students.

What does the future look like for this Job?

Considering the very high educational requirements the national demand is expected to remain greater than the number of qualified Psychiatrists for many years.

Several factors should help maintain the strong demand: Public concern for development of human resources which may result in more services for minorities, the elderly and poor.

For more information write to:

Council on Medical Education
American Medical Assn.
535 N. Dearborn Street
Chicago, Illinois 60610

American Psychological Assoc.
Educational Affairs Office
1200 17th St., N.W.
Washington, D.C. 20036

American Psychiatric Association
1700 Eighteenth Street, NW
Washington, D.C. 20009

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 199
Career Field Code SLR

DEPRESSION
ANGER
COMMUNICATION

Psychologist, Counseling

It's a BRIGHT IDEA!

THE JOB:

PSYCHOLOGISTS study human and animal behavior.

What is it like to be a Counseling Psychologist

Psychologists are scientists who study behavior.

Experimental Pschologists often study animal behavior. Nearly everyone has noticed pets or other animals acting very much like humans. Comparative Psychologists decide what normal behavior really is.

Clinical Psychologists help mentally or emotionally ill patients. They watch the patient play and work. They give psychological tests to patients. They also talk to people who have known the patients. Together with psychiatrists and other doctors they teach their patients normal behavior. A big part of their job is helping patients to understand their own problems.

School Psychologists and counseling Psychologists work with people whose mental problems do not require hospitalization. They can often help people who might need care in a mental hospital later on if their little problems were allowed to grow.

Engineering Psychologists design machines so they can be most comfortably used by people. The Engineering Psychologists make sure the machines are built and arranged for the convenience of the operators.

How much can you make

Earnings Range:	$205 - $485/week
Most Workers Earn:	$310 - $335/week
Usual Starting Salary:	$205 - $275/week

Many receive fees from clients.

Hours of work

Hours of work vary depending on the Psychologists' area of specialization. Many Psychologists set their own schedules and work whatever hours are necessary to get the job done.

To prepare for this job you should...

Complete your high school education with plans to attend a college or university for six to eight years.

High school courses that are helpful

High school courses that will help you are those recommended by your guidance counselor or occuaptional specialist to prepare you for entrance to a college or university.

Other training

If you have a choice of foreign languages, french, and german will be needed for an advanced degree.

If you want to be a Counseling Psychologist you should

-Have a strong desire to learn a lot about people.
-Be willing to spend most of your life studying psychology.
-Notice details.
-Not be discouraged easily.
-Not be easily upset emotionally.
-Be able to plan well and to carry out your plans smoothly.
-Read and write well.

Don't Forget

1. A Doctorate degree is rapidly becoming a requirement in this field.
2. You must be able to look at things as another person sees them.
3. Disappointments are possible.
4. This job is seldom boring.

What does the future look like for this Job?

Greatest demand is in mental hospitals, clinics, and schools. Due to the high educational requirements the demand is expected to remain higher than the number of qualified people.

If present trends, such as divorce and alcoholism continue, the need will increase.

For more information write to:

American Psychological Association
1200 Seventeenth Street, NW
Washington, D.C. 20036

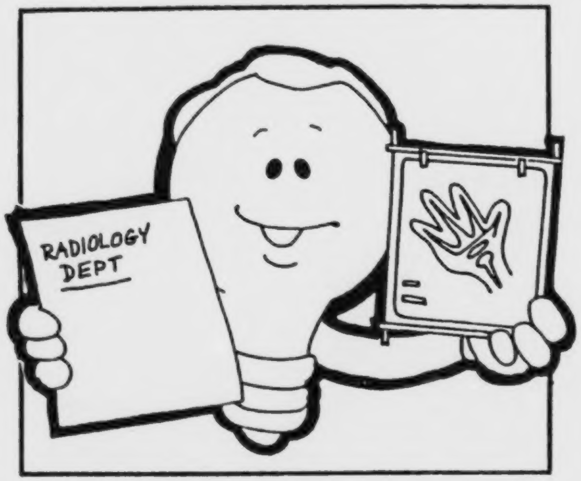
Mental Health Association
Florida Divison
Suite 207, Myrick Bldg.
132 E. Colonial Drive
Orlando, Florida 32801

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 200

Career Field Code HTT



Radiologic Technologist

It's a

BRIGHT

IDEA!

THE JOB:

A RADIOLOGIC TECHNOLOGIST applies gamma rays and radioactive substances to patients for diagnostic and therapeutic purposes. They position patients under an x-ray machine, adjusts the machine and devices, and affixes lead plates to protect unaffected areas.

What is it like to be a Radiologic Technologist

Radiologic Technologists are responsible for adjusting switches regulating length and intensity of exposure of patient. They develop film in accordance with photographic techniques. They assist in treating diseased or affected areas of the body, under supervision of the physician, by exposing the area to specified concentration of x-rays for prescribed period of time.

Radiologic Technologists prepare reports and maintain records of services rendered. They make minor adjustments to equipment. They may assist in therapy requiring application of radium or radioactive isotopes.

How much can you make

Earnings Range:	$11,000 - $21,000/year
Most Workers Earn:	$14,000/year
Usual Starting Salary:	$11,000/year

Hours of work

Usually 40 hours/week. You may have to work shift work.

To prepare for this job you should...

Finish high school with plans for at least two more years of training. You may want to find a part-time job in a hospital to give you some idea of the type of work you will be doing. Admission to this program in some schools is by special application only and is limited. You should apply at least 6 months in advance.

High school courses that are helpful

Algebra
Chemistry
Biology
Mathematics
Physics

Other training

You must have two years of training approved by the Council of Medical Education and Hospitals. Training includes supervised nursing practices and x-ray technology.

If you want to be a Radiologic Technologist you should

-Have a good memory.
-Be well-groomed.
-Be able to react quickly.
-Pay attention to details.
-Be able to stand for long periods of time and use your hands and eyes well.

Don't Forget

1. You must be able to: develop film in a photo lab; assist in treating diseased or affected areas of the body, under supervision of a physician, by exposing a person to x-rays.
2. The Radiologic Technologist prepares reports and maintains records of services rendered. Makes minor adjustments to equipment and may assist in therapy requiring application of radium or radioactive isotopes.
3. Some hazards exist in this job.

What does the future look like for this Job?

This is a growing field for qualified Technologists. It also gives you a good start in the health field if you decide to further your education.

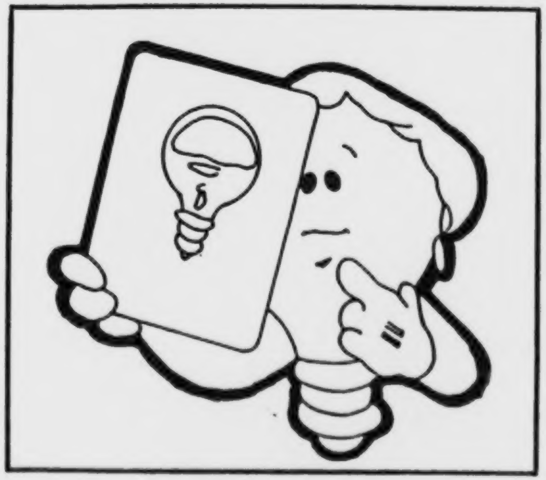
For more information write to:

The American Society of Radiologic Technicians
55 East Jackson Boulevard
Chicago, Illinois 60604

American Society of Radiologic Technologists
1500 Central Avenue., S.E.
Albuquerque, N.M. 87123

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 201
Career Field Code HDT



Radiologist

It's a BRIGHT IDEA!

THE JOB:

A RADIOLOGIST is a medical doctor who works with x-rays and radioactive materials to diagnose and treat diseases.

What is it like to be a Radiologist

Radiologists usually specialize in one of three fields: diagnostic radiology, radiation therapy or nuclear medicine.

The Diagnostic Radiologist interprets film. They make diagnoses. They write a detailed report for the Physician who made the request. They use several methods of examination. Tomography, used to study a particular layer of the body, blurs out the images above and below the area of investigation. The x-ray tube is moved one way above the patient and the film is moved in the opposite direction below the patient. Fluroscopy enables the Radiologist to see and study the internal organs, lungs, heart, brain and digestive tract in motion. They may also use Radiopague materials such as barium which are sometimes given in the form of an enema or may be swallowed.

The Radiologist who works in Radiotherapy works with x-rays, radioisotopes, and radium cobalt to combat cancer, hodgkins' disease, leukemia and malignancies. The Radiologist is responsible for the care of their patients during treatment. They prescribe medication for the relief of side affects. They also adjust daily reaction or interrupts treatment according to blood counts or other body reactions.

How much can you make

Earnings Range:	$12,800 - $110,000/year or more
Most Workers Earn:	$31,500 - $ 52,500/year
Usual Starting Salary:	$13,000 - $ 23,000/year for residents

Hours of work

Usually 40-60 hours/week. Weekend and evening work may be necessary.

To prepare for this job you should...

Finish high school and plan on attending a college or university for 7-10 years. You must have 3-4 years of pre-medical school study, then, 3-4 years must be spent in a department of radiology approved for training by the board of radiology.

High school courses that are helpful

English
Algebra
Chemistry
Biology
Physics
Mathematics

Other training

Many two year technologist programs will give you an excellent background in the field if you are not ready for 8 years of college.

If you want to be a Radiologist you should

-Like to work with sick people.
-Like to work with x-rays and healing agents.
-Have sound judgment.
-Be able to withstand emotional strains.
-Be accurate and pay attention to details.
-Be understanding.
-Be able to see well and work with your fingers and hands.

Don't Forget

1. This job requires a great deal of training.
2. Your work will sometimes be directly responsible for saving lives.
3. There may be many unpleasant sights.
4. Emergency calls on nights, weekends, and holidays can be expected.

What does the future look like for this Job?

This is a new and growing field so there are many jobs available. Part-time work is available. Population growth, increased health consciousness of the public and growing trend toward higher standards of medical care are providing jobs for Radiologists.

For more information write to:

Talk to a Radiologist in your local hospital.
0-
Society of Nuclear Medicine
475 Park Avenue, S.
New York, NY 10016

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 202

Career Field Code TTE

Recording Engineer

It's a

BRIGHT

IDEA!

THE JOB:

A RECORDING ENGINEER operates a disc or tape recording machine to record music, sound effects or special video effects.

What is it like to be a Recording Engineer

Recording Engineers thread tape or wire through recording devices. They adjust the speed of a turntable. They place cutting stylus on record. They examine grooves with microscopes to make sure they are level. They adjust weight of stylus to be sure the grooves are even. They listen through earphones to detect sounds that are not clear. They observe dials to insure that volume level and quality remain within limits.

Recording Engineers reproduce recording from masters. They remove reels of completed recording from machines and label them. They keep log books of recordings. In some stations, the Recording Engineer may service and repair recording machines and other equipment.

Recording Engineers work indoors in a comfortable broadcasting station. Although they must work as a member of a team, work is done with much contact with other people.

At times, the engineer will work outside of the station recording concerts, sports events, special interviews, etc.

How much can you make

Earnings Range:	$150/week - $325/week
Most Workers Earn:	$250/week - $300/week
Usual Starting Salary:	$150/week - $200/week

Hours of work

Usually 40 hours/week. You may work some od hours.

To prepare for this job you should...

Like to work under pressure. Like to work with video and taping equipment. Like to work with people. You must be able to see and hear well. Plan to finish high school and get a radio telephone operator's license.

Like to work in very pleasant surroundings.

High school courses that are helpful

Electronics
Music

Other training

On-the-job training is given to FCC license holders. You can get a 2 year training program in this. It will prepare you to take the test. You may also get some of this training in the military.

If you want to be a Recording Engineer you should

-Try to get a job at a recording studio or tv or radio station.
-Know that you may have to travel a great deal.

Don't Forget

1. Most engineers start at small stations and progress to larger more complex operations.
2. Many have to travel to special events like football games.

What does the future look like for this Job?

Many new stations are popping up all over the country. Therefore, new opportunities for jobs are available.

For more information write to:

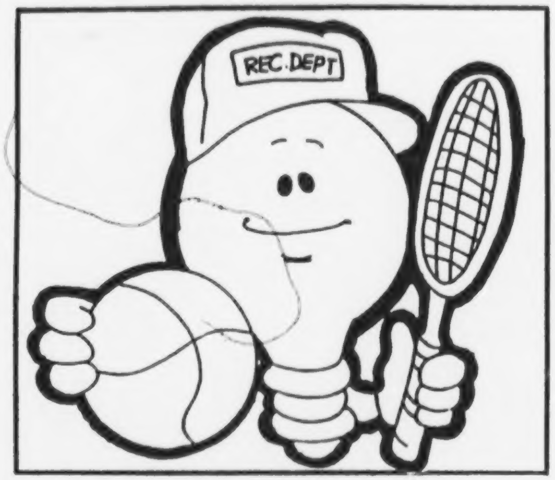
Federal Communications Commission
Policiy Analysis Branch
1919 M Street, N.W.
Washington, D.C. 20554

National Assn. of Broadcasters
1771 N. Street, N.W.
Washington, D.C. 20036

Talk to a camera man or visit a recording studio.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 203
Career Field Code SLR



Recreation Leader

It's a BRIGHT IDEA!

THE JOB:

RECREATION LEADERS organize and supervise activities to help people entertain themselves.

What is it like to be a Recreation Leader

Recreation Leaders may work outdoors or indoors. Some work for government agencies. Some work for industrial companies. They may work for groups like the Boy Scouts or the Girl Scouts. Many work at day camps and tourist ranches. Some work in hospitals, schools for the handicapped, or prisons.

Recreation Leaders help people entertain themselves. They may teach painting, leather craft, weaving and other skills. They may show people how to play new games. They help organize teams. They settle arguments about rules. Recreation Leaders are teachers, coaches, and referees all at once.

Many Recreation Leaders are specialists. They may specialize in outdoor sports or indoor sports. Some only teach or supervise one sport such as swimming, baseball, or archery. Some only work with one age group such as little league, explorer scouts, or senior citizens' groups.

Recreation Leaders must be friendly, pleasant people. They must be able to work with all kinds of people. When working with a large group it may be very hard to keep people from being left out. Injuries and other emergencies can put a lot of pressure on a Recreation Leader. Recreation work is a good way to make a living with your hobbies.

How much can you make

Earnings Range:	$3.35 - $7.50/hour
Most Workers Earn:	$4.25 - $5.50/hour
Usual Starting Salary:	$3.35 - $4.50/hour

Hours of work

Many Recreation Leaders work more than 40 hours per week. They often work on weekends and holidays.

Part-time or evening work is usually available.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

Art
Health and Physical Education
Other College Preparatory Courses

Other training

Recreation, social science, or physical education are good college majors for Recreation Leaders.

You should consider taking courses in first aid, lifesaving, and water safety (try the YMCA, YWCA, Red Cross, and Scouting groups).

You may be able to get a summer job as a camp counselor or assistant while you are still in high school.

If you want to be a Recreation Leader you should

-Like to work with other people.
-Have a lot of patience.
-Stay calm in emergencies.
-Be able to explain things to other people easily.
-Be skilled at some sports or handicrafts.
-Be able to act pleasant and cheerful even when you don't really feel like it.
-Like doing many different things in your work.
-Like organizing groups and making plans.
-Not mind having to stand back and supervise while everyone else is playing.

Don't Forget

1. Jobs are available for Recreation Leaders with less than four years of college, but the best jobs usually go to the people with the best training.
2. Most employers offer paid vacations, sick leave, group insurance, and retirement plans.
3. Many Recreation Leaders get to work outdoors when the weather is nice and indoors when it isn't.

What does the future look like for this Job?

Experienced, well-trained Recreation Leaders can be quickly promoted to supervisory positions. Some Recreation Leaders with college degrees may start as supervisors. The top jobs in recreation may require more than four years of college.

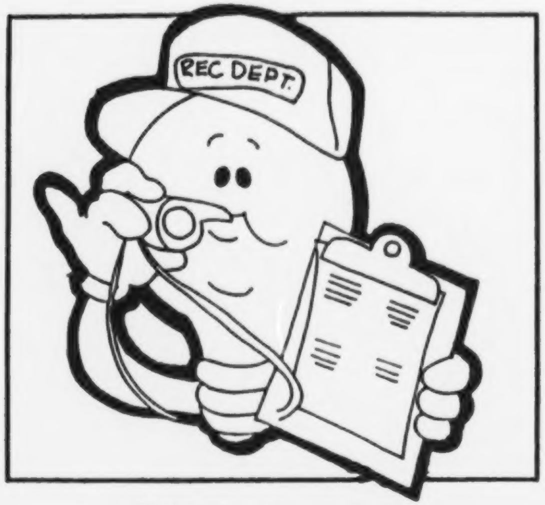
For more information write to:

National Recreation and Park Association
1700 Pennsylvania Avenue, NW
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 204

Career Field Code AMB



Recreation Supervisor

It's a

BRIGHT

IDEA!

THE JOB:

A RECREATION SUPERVISOR supervises paid and volunteer recreation personnel in public and/or private community centers or other recreational facilities.

What is it like to be a Recreation Supervisor

Recreation Supervisors may help with some fund raising. They may teach group crafts such as ceramics or macrame. They supervise staff personnel.

Recreation Supervisors should be able to repair equipment. They should know first aid and life saving procedures. They work longer hours in the summer. They direct family recreational activities and plan activities for all age groups.

How much can you make

Most earn $4.25 to $7.50/hour. Much depends on the size of the city.

Hours of work

Usually 40 hours/week. May have some night and weekend duties.

To prepare for this job you should...

Be honest. Be physically active. Like to work with youth. Like to direct the work of others. Like to interact with all age groups. Get a job with the parks and recreation department.

High school courses that are helpful

Physical Education
Health
Recreation
Other College Preparatory Courses

Other training

A college degree in physical education or recreation is the best way to prepare for this job.

If you want to be a Recreation Supervisor you should

-Know that you will work for a city or county government.
-Know that working with people can be rewarding.
-Know that sometimes the hours may be long and tiring.
-Try working for the YMCA.

Don't Forget

1. The better jobs are in or near larger cities.
2. You may have to travel a lot within your community.

What does the future look like for this Job?

Competition is keen for only a small number of jobs. The better jobs are in or near large cities.

For more information write to:

National Recreation and Park Assn.
20 N. Wacker Drive
Chicago, Illinois 60606

YMCA
291 Broadway
New York, New York 10007

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 205

Career Field Code WAE

Reporter

It's a BRIGHT IDEA!

THE JOB:

REPORTERS gather information on current events and write stories on many subjects for publication in daily or weekly newspapers, magazines or television news broadcasts.

What is it like to be a Reporter

Reporters collect information about newsworthy events and write it into suitable form for publishers or recorded broadcasts.

Beginning Reporters are first assigned to such work as summarizing speeches, covering club and civic meeetings, writing obituaries and interviewing visitors. Reporters are sometimes assigned to 'beats' such as police stations or courts. Specialized Reporters are assigned to areas where they interpret and analyze news in fields such as medicine, politics, science and education, labor and religion.

Experienced Reporters may be sent overseas as Correspondents. In smaller towns they may cover all phases of local news, including taking photographs.

How much can you make

Most earn between $14,000 and $20,000/year.

Hours of work

40 hours/week is normal. Some start in the afternoon and finish about midnight. Overtime pay after 40 hours/week.

You may work varied hours depending on the type of information you report on. Many work overtime and weekends.

To prepare for this job you should...

Get a job on your school newspaper. Learn how to use a camera. Be able to take good notes. Be very good in english. Be able to write accurate stories.

High school courses that are helpful

English
Journalism
Mathematics
Science
Other College Preparatory Courses

Other training

A 4 year degree in journalism is becoming more and more of a requirement. It will also help if you have some additional experience in photography.

If you want to be a Reporter you should

-Plan to finish high school.
-Take a photography class.
-Study english and journalism.
-Be prepared to work under the pressure of deadlines.

Don't Forget

1. You can only report the actual news.
2. You can't let your personal feelings become involved in your work.
3. You may be taking a certain amount of risk.

What does the future look like for this Job?

Jobs for talented reporters are better in larger cities. More and more people are competing for fewer jobs.

For more information write to:

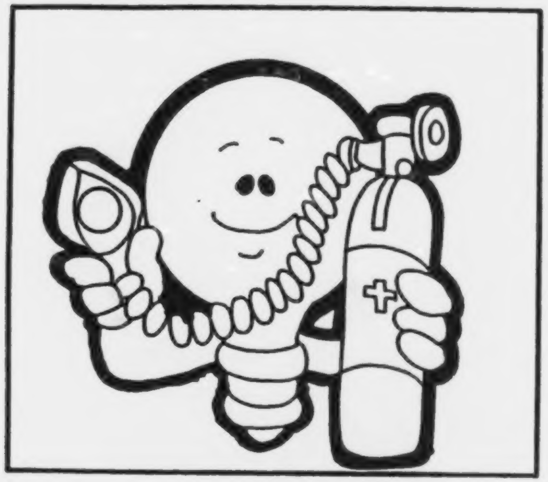
American Council on Education
for Journalism
School of Journalism
University of Missouri
Columbia, Missoouri 65201

American Newspaper Publishers
Assn. Foundation
Box 17407
Dulles International Airport
Washington, D.C. 20041

The Newspaper Fund, Inc.
P.O. Box 300
Princeton, NJ 08540

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 206
Career Field Code NPD



Respiratory Therapist

It's a BRIGHT IDEA!

THE JOB:

The RESPIRATORY THERAPIST treats patients with respiratory problems according to the direction of a Physician. They uses special equipment which puts out medication to be inhaled.

What is it like to be a Respiratory Therapist

Respiratory Therapists follow doctor's orders in giving medication to the patient through aerosols or using mists to help control the patient's environment. They may instruct physicians and nurses on the use of specialized equipment and show patients and their families the proper use of home equipment.

Respiratory Therapists keep records of the cost of materials and charges to patients. They are responsible for routine maintenance of their equipment. They may demonstrate respirator to trainees. They may teach patients breathing exercises.

How much can you make

Most earn from $14,000 to $17,000/year.

Hours of work

You may be required to rotate shifts. Some night and weekend work may be required.

To prepare for this job you should...

Volunteer to work in a hospital. Know that you will be helping people to regain their health. Be willing to work with sick people. Be willing to work odd hours.

High school courses that are helpful

Chemistry
Biology
Physics
Advanced Mathematics

Other training

You must graduate from an approved school of inhalation therapy. These programs can be obtained at a community college.

If you want to be a Respiratory Therapist you should

-Plan to finish high school.
-Go to school two years beyond high school.
-Not get too upset working with sick or very injured people.
-Be able to take apart machines and put them back together again.

Don't Forget

You may have to take a test in order to be licensed as a certified Respiratory Therapist.

What does the future look like for this Job?

There appears to be a demand for this job.

For more information write to:

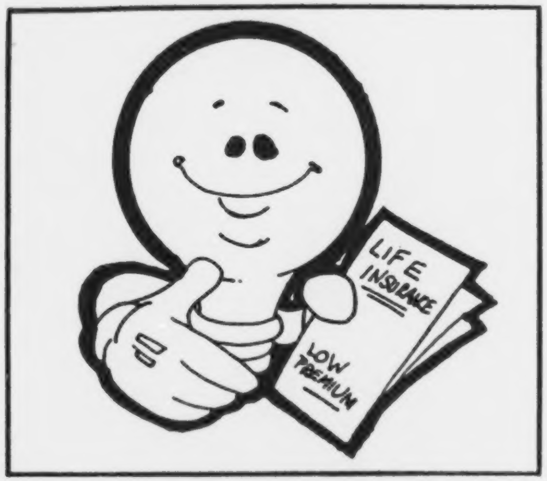
American Medical Assn.
Dept. of Allied Health Evaluation
535 N. Dearborn Street
Chicago, Illinois 60610

The American Association for
Respiratory Therapy
Suite 112., 1720 Regal Row
Dallas, Texas 75235

National Board of Respirator
Therapy, Inc.
11015 W. 15th Terrace
Shawnee Mission, KS 60214

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 207
Career Field Code MAS



Sales Agent, Insurance

It's a

BRIGHT

IDEA!

THE JOB:

An INSURANCE SALES AGENT sells people financial protection for life, property, and welfare.

What is it like to be a Insurance Sales Agent

An Insurance Sales Agent is a salesperson. An Insurance Sales Agent must talk to people to sell them insurance. Many Insurance Sales Agents spend hours calling people on the telephone and mailing brochures to arrange for sales interviews. An Insurance Sales Agent may have to contact 30 people to arrange 10 interviews. Out of 10 interviews a good Agent may expect any number of sales from zero to about three. Especially when just getting started, an Insurance Sales Agent may have to work weekends and several nights a week to make enough sales.

An Insurance Sales Agent is more than just a salesperson. An Insurance Sales Agent must calculate insurance rates based on the client's age and sex. The Agent must be able to help a client decide what type of policy to buy to best fit the client's income and the coverage desired. An Agent has to be able to recognize poor insurance 'risks.'

A good Insurance Sales Agent can earn a lot of money from commissions (a percentage of the sales). Most people who try to sell insurance get discouraged by long working hours or a lack of sales. Nearly half of the people who try selling insurance quit within a year.

Insurance Sales Agents who are successful often make more money than the people who are in management jobs with the same companies.

How much can you make

Earnings Range:	$ 8,000 - $33,100/year. Many earn much more.
Most Workers Earn:	$14,000 - $22,000/year
Usual Starting Salary:	$ 8,000 - $12,000/year

Hours of work

Insurance Sales Agents may work any hours that are necessary to talk to the customers. New Insurance Sales Agents usually work more than 40 hours/week.

To prepare for this job you should...

Complete your high school education. College is becoming more and more important for beginning Insurance Sales Agents.

High school courses that are helpful

English
Drama
Speech
Debating

Other training

You should take courses in insurance principles, accounting, business law, and economics at a college or technical education center.

A summer or part-time job as a door-to-door salesman will give you some experience in direct sales techniques.

If you want to be a Insurance Sales Agent you should

-Have a lot of self confidence.
-Work hard because you want, not just because someone tells you to.
-Not mind doing the same thing over and over until it pays off.
-Like to meet and talk with people.
-Be very competitive (even second place is a loser).
-Be friendly, persuasive, and pleasant to deal with.

Don't Forget

1. Most insurance companies require new Insurance Sales Agents to be at least 21 years old.
2. The insurance company usually pays the license fee.
3. Most employers offer paid vacations, group insurance, retirement plans, bonuses, and stock options.
4. An experienced agent may become a Chartered Life Underwriter by passing a series of tests given by the American Society of Chartered Life Underwriters.

What does the future look like for this Job?

There is a good demand for Insurance Sales Agents. Keeping the job is much more difficult than getting the job. Successful Insurance Sales Agents often turn down management promotions because they make more money selling insurance. Opportunities are greater in urban areas.

For more information write to:

Insurance Information Institute
110 William Street
New York, New York 10038

Nat'l Assoc. of Insurance Agents, Inc.
96 Fulton Street
New York, New York 10038

American Council of Life Ins.
1850 K Street, N.W.
Washington, D.C. 20006

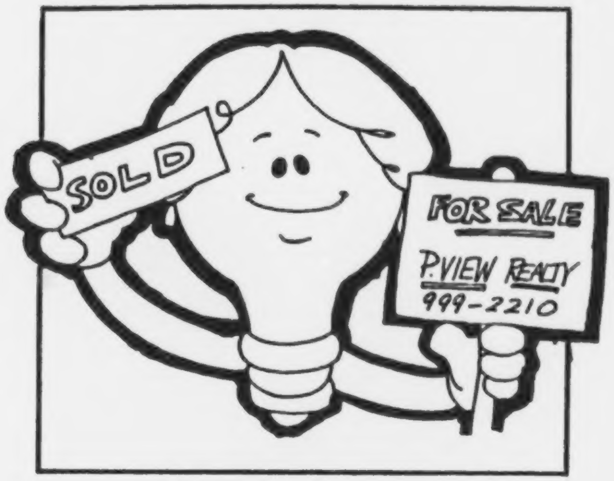
Professional Insurance Agents
400 N. Washington Street
Alexandria, VA [illegible]4

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 208

Career Field Code MAS



Sales Agent, Real Estate

It's a

BRIGHT

IDEA!

THE JOB:

A REAL ESTATE SALES AGENT rents, buys and sells property for clients on a commission basis.

What is it like to be a Real Estate Sales Agent

Real Estate Sales Agents study property listings and become familiar with properties for sale. They review trade journals and keep informed of marketing conditions and values.

Real Estate Sales Agent interview prospective clients who want to buy. They accompany prospective clients to sale property. They discuss purchase prices. They discuss conditions and terms of sale or lease. They draw up real estate contracts, deeds, leases and mortgages. They arrange loans. They keep records of properties sold. They do property title searches.

How much can you make

Earnings Range:	$9,000/year part-time - $33,000/year plus
Most Workers Earn:	$16,400 - $19,950/year
Usual Starting Salary:	Straight commission/5%-7% on the sale of property

Hours of work

No set pattern for hours of work or number of working days. Work on weekends and at night is common.

To prepare for this job you should...

Finish high school. Although a college degree is not required by some small agencies, larger agencies do require a bachelor's degree or some professional experience.

High school courses that are helpful

Mathematics
Economics
English
Salesmanship

Other training

There are two year programs available at community colleges and area vocational technical centers. You must take an exam and have a valid real estate license.

If you want to be a Real Estate Sales Agent you should

-Like to drive a car.
-Like to work irregular hours.
-Be able to answer questions about real estate laws.
-Be enthusiastic.
-Be patient.

Don't Forget

1. This job depends on the economy and interest rates.
2. There is much variety in the work and you get to meet many interesting people.
3. If you don't sell, you don't make money.
4. Most employers want Sales Agents to have some college background.

What does the future look like for this Job?

There are always openings for qualified Sales Agents, however, how much money you can make depends on the economy.

For more information write to:

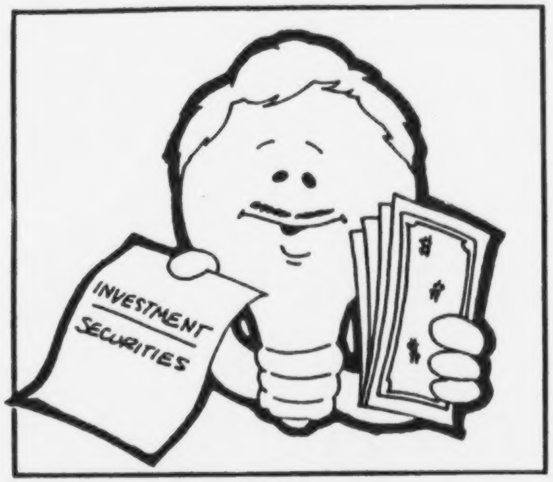
National Association of Realtors
Executive Offices
430 N. Michigan Avenue
Chicago, Illinois 60611

Board of Real Estate
400 W. Robinson Avenue
Orlando, Florida 32801

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 209

Career Field Code MAS



Sales Agent, Securities

It's a

BRIGHT

IDEA!

THE JOB:

SECURITIES SALES AGENTS sells stocks, bonds, and securities.

What is it like to be a Securities Sales Agent

Securities Sales Agents buy and sell shares of companies for private investors and other companies. They also buy and sell other securities such as municipal bonds. Stocks earn a profit in two ways. At the end of each year a company's profit are divided among its' shareholders. Also, stocks bought at a low price may increase in value and be sold at a higher price. Of course, a stock may also decrease in value.

Only Securities Sales Agents are allowed to actually buy and sell stocks. This is necessary to protect both the investors and the businesses. Sometimes investors tell a Securities Sales Agent exactly what they want to buy. The Agent's job in such a case is to buy the stocks as cheaply as possible. Securities Sales Agents have to know a lot about the financial position of many companies. They must be able to provide information very quickly on stock market price changes. They must also be very familiar with the rules and regulations of the stock market.

Because there are so many kinds of stocks, bonds, and other securities many Securities Sales Agents are specialists. Some sell stocks in new companies, others sell municipal bonds, some buy and sell for individuals and some deal with large investment companies.

How much can you make

Most Securities Sales Agents are paid in one of three ways:
(1) straight commission (a percentage of sales).
(2) salary plus a small commission.
(3) salary plus an annual bonus based on company profits.

Earnings may range from $230 - $850/week and above.

Hours of work

Beginning Securities Sales Agents usually have regular work schedules, 5 days, 35 to 40 hours per week.

Experienced Securities Sales Agents often set their own hours of work. They may schedule some appointments in the evening for customers who can't see them during regular business hours.

To prepare for this job you should...

Complete your high school education with plans to attend a college or university.

High school courses that are helpful

High school courses that will help you are the college preparatory courses recommended by your guidance counselor or occuaptional specialist.

Other training

Many employers look for applicants with degrees in either business administration, economics, or liberal arts.

A job which involves selling can give you valuable experience while you are still in school.

If you want to be a Securities Sales Agent you should

-Prefer to work indoors.
-Not mind sitting at a desk most of the day.
-Like to meet and talk with people.
-Have neat personal habits and a reputation for honesty and dependability.
-Be able to work without someone to tell you what to do next.
-Notice details.
-Have a good memory.

Don't Forget

1. On-the-job and/or classroom training often takes about 6 months after you finish college.
2. Most large brokerage firms are located in the largest cities (especially New York City), but many of them have branch offices in smaller cities.
3. In addition to the state licensing requirements, most Securities Sales Agents must have a security check to be registered with the NASD.
4. Most employers offer annual bonuses if business is good.

What does the future look like for this Job?

Stock Brokerage is a growing field which will provide some new positions.

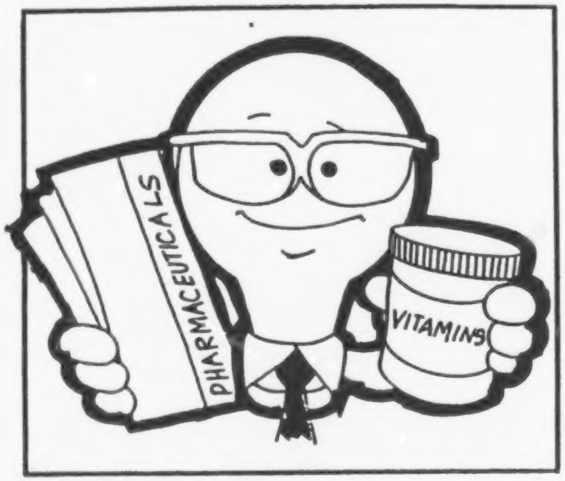
For more information write to:

New York Stock Exchange
11 Wall Street
New York, New York 10005

Securities Industry Assn.
120 Broadway
New York, NY 10271

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 210
Career Field Code MAS



Sales Associate, Chemicals & Drugs

It's a

BRIGHT

IDEA!

THE JOB:

CHEMICAL AND DRUG SALES ASSOCIATES promote and sell their companies products.

What is it like to be a Sales Associate Chemicals & Drugs

Chemical and Drug Sales Associates take orders for chemicals. They discuss with customers possible chemical needs. They introduce customers to new chemicals. They demonstrate the use of chemicals. They arrange for the delivery of chemicals. They attend company in-service educational sessions. They travel to various drug stores and chemical users.

Chemical and Drug Sales Associates sell products to doctors and dentists. They give out samples of new drugs to customers.

How much can you make

Many earn from $20,000 to $30,000/year. Other benefits may include a car and paid hospitalization.

Hours of work

Usually from 8 to 5 p.m., 5 days/week.

To prepare for this job you should...

Be willing to travel. Be very persuasive. Like to work with doctors and nurses. Be able to keep good records. Know a lot about chemicals and drugs.

High school courses that are helpful

Biology
Chemistry
Public Speaking
Retailing
Other College Preparatory Courses

Other training

A 4 year degree in business with a minor in chemistry will be very helpful.

If you want to be a Sales Associate Chemical & Drugs you should

-Plan to complete a college program.
-Be able to travel from one doctor's office, or factory to another.

Don't Forget

You must be able to express yourself well in both speaking and writing.

What does the future look like for this Job?

People with background in chemistry and in sales are in demand.

For more information write to:

Pharmaceutical Manufacturers Association
1155 Fifteenth Street, N.W.
Washington, D.C. 20005

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 211

Career Field Code MAS

NEAT LITTLE ONE OWNER
750.00

SALES PERSON, AUTOMOBILES

It's a BRIGHT IDEA!

THE JOB:

AUTO SALES PERSONS sell and trade new or used cars and trucks.

What is it like to be a Automobiles Sales Person

Auto Sales Persons sell new cars or used cars. Some sell both. They work for automobile dealerships or used car lots. Part of the work may be done in a clean, well-lighted, air-conditioned showroom. Part of the job is done outside in a car lot.

Most Auto Sales Persons are paid a percentage of their total sales. If they sell a lot of cars, they make a lot of money. If they don't sell any cars, they may be paid a small amount which will be subtracted from later commissions.

A Auto Sales Person can't afford to stand around and wait for customers. Each salesperson makes regular calls to possible buyers. They get names and addresses from the dealer's records.

The best advertising is a satisfied customer. The Auto Sales Person must make an honest effort to sell each customer a car they will be pleased with. Auto Sales Persons take time to talk with each customer to find out just what they are looking for. Getting everything the customer wants at a price the customer is willing to pay can be difficult. Used car salesperson usually have more room to bargain over price. A new car salesperson may adjust the price by raising or lowering the amount allowed on a trade-in.

How much can you make

Auto Sales Associates are usually paid entirely by commissions (a percentage of sales) or by a small salary plus commissions. Those who are paid entirely by commission may also be guaranteed a minimum wage.

Earnings range from $9,000 to $25,000/year and above for good salespeople.

Hours of work

Most Auto Sales Person work 5 or 6 days, 40 hours/week. Afternoon, evening, and weekend work is common.

To prepare for this job you should...

Finish high school. Many dealerships prefer to hire salespersons with high school diplomas. You may be able to get a job selling used cars without finishing high school. But you may be hurt by the competition from better educated salespersons.

High school courses that are helpful

English
Debating
Distributive Education
Salesmanship
Business Mathematics
Basic Auto Mechanics

Other training

Any experience you can get in direct sales can be very helpful.

If you want to be an Automobile Sales Person you should

-Like to meet and talk with people.
-Be pleasant, friendly, and sincere.
-Have a lot of self-confidence.
-Not be easily discouraged.
-Speak well
-Have a neat apperance.
-Have a good memory for faces, names, and minor details.
-Be willing to accept a wage that rises or falls according to your weekly success or failure.

Don't Forget

1. Automobile Sales Persons have to plan ahead for bad weeks by saving part of their income from good weeks.
2. Used car salespersons may enjoy more variety in their work than new car Sales Associates.
3. Auto Sales Persons must be very sensitive to what other people want and why. It can be difficult to learn to sell a car you don't personally like.
4. Some employers furnish Auto Sales Persons with 'Demonstrator' cars to use free of charge. Others offer cars at a special discount to their salespeople.

What does the future look like for this Job?

1. There are openings in this job quite often. Some people just don't have what it takes to sell automobiles and make a living at it.
2. The gasoline crunch has influenced a lot of people to trade for more economical cars.

For more information write to:

National Automobile Dealers Assoc.
2000 K Street N.W.
Washington, D.C. 20006

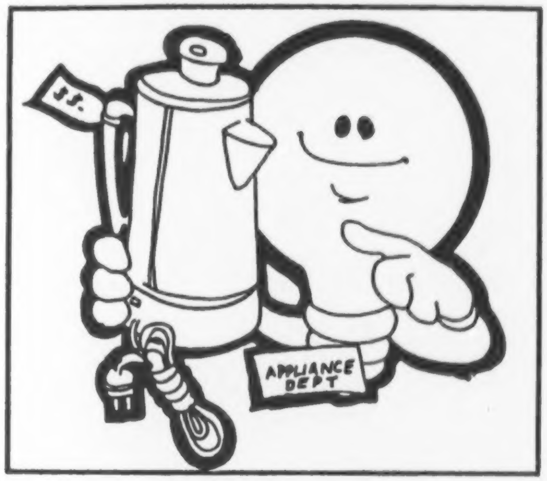
Automotive Service Industry Assoc.
444 N. Michigan Avenue
Chicago, Illinois 60611

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 212

Career Field Code MAS



Sales Person, General Merchandise

It's a

BRIGHT

IDEA!

THE JOB:

A GENERAL MERCHANDISE SALES PERSON tries to convince prospective buyers that they need the products or services which the Sales Person offers.

What is it like to be a General Merchandise Sales Person

Sales Persons may sell one product or a full product line. To sell the products, the Sales Person must know how they are built, their uses, and their possibilities.

Sales Persons must help the buyer to get prompt service and delivery from the manufacturer. They must answer questions, overcome objections, and close sales. They may place point-of-purchase displays.

Most companies require that the Sales Person teach the customer how to use the products. Products sold range from small goods, such as food-stuffs, to large industrial goods, such as computers or heavy machinery.

How much can you make

Varies with the type of product you sell. May start at $3.35/hour and go up from there. Many earn a commission for what they sell.

Hours of work

You will not work a normal 8 to 5 day.

To prepare for this job you should...

Like to travel and meet new people. Keep accurate detailed records of things you buy and sell. Know that you may be given a car and expense money. You must be able to remember names and facts well. Get a part-time job in a retail store to see how you like selling.

High school courses that are helpful

Retailing
Co-op
Business
Business Mathematics
Psychology

Other training

You need at least a high school diploma. Many vocational technical centers and community colleges have programs. Many companies even require a college degree.

If you want to be a General Merchandise Sales Person you should

-Plan to finish at least high school.
-Be willing to travel.
-Be a self starter: plant your own schedule, make your own hours, fill out your own papers, make your own follow-up calls.

Don't Forget

1. Fast promotions can come from good sales records.
2. Travel is expected in many sales jobs.

What does the future look like for this Job?

There will always be a need for good sales people.

For more information write to:

National Retail Merchants Association
100 West 31st Street
New York, New York 10001

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 213
Career Field Code MAS

FARMCO
TRACTOR
SALE!

Sales Representative, Farm

It's a BRIGHT IDEA!

THE JOB:

The SALES REPRESENTATIVE FOR FARM EQUIP sells tractors, loaders, plows, lawn mowers and other farm equipment. Also sells garden equipment, plants and supplies. May give advice to customers on planting and cultivation methods, and the use of fertilizers and insecticides.

What is it like to be a Farm Equip. Sales Representative

Sales Representatives for Farm equip call on customers in person, by phone, or talk to customers on sales floors. They find out the needs of the customer and suggest the proper machinery. They show and run the machinery.

Sales Representatives for Farm equip quote prices, credit terms and trade-in allowances. They prepare forms and sales contracts. They prepare reports of business deals and keep cost accounts. They collect payment for the products sold. They instruct the customer in the proper operation of the machinery. They advise customers on planting and cultivation methods. They advise customers about the use of fertilizers and insecticides.

How much can you make

Earnings Range:	$3.35 - $5.50/hour
Most Workers Earn:	$4.00 - $5.00/hour
Usual Starting Salary:	$3.35 - $4.50/hour

Many sales people are paid a commission on what they sell.

Hours of work

Usually 40 hours/week. Often includes evenings and may include weekends.

To prepare for this job you should...

Finish your high school education. Most employers prefer that you have some college training (2-4 years) or previous sales experience.

High school courses that are helpful

English
Agri-Business
Machine Shop
Speech
Business Management
Bookkeeping
Mathematics
Distributive Education

Other training

Many farm equipment companies provide on-the-job training. College or vocational courses that would be helpful are general agriculture, agricultural mechanics, economics, sales and marketing.

If you want to be a Farm Equipment Sales Representative you should

-Like to work with people.
-Be able to sell things.
-Use precise listening skills.
-Do mathematics problems quickly.
-Talk easily to people.
-See clearly.
-Speak clearly.

Don't Forget

1. You must be able to show and run the machinery that you sell.
2. Some of your time will be spent calling on customers or on the road to make sales.
3. Sales Representatives sometimes set their own hours for working and are usually paid commissions.
4. You will work without much supervision.

What does the future look like for this Job?

There are always jobs for good sales people.

For more information write to:

Agricultural Director
American Bankers Assoc.
90 Park Avenue
New York, NY 10016

Farmer's Home Administration
U.S. Department of Agriculture
Washington, D.C. 20250

Farm Credit Administration
Washington, D.C. 20578

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 214

Career Field Code MAS

Sales Representative, Motor Vehicle

It's a BRIGHT IDEA!

THE JOB:

MOTOR VEHICLE AND SUPPLIES SALES REP work in parts stores and for auto dealers and sell replacement parts for cars.

What is it like to be a Motor Vehicle and Supplies Rep.

They sell auto and truck parts to repair shops, mechanics and other customers. They take orders over the phone, locate the parts in the store room and make sure that they are the right parts by looking the parts up in a catalog. They fill out sales receipts.

How much can you make

Earnings Range:	$3.50 - $8.00/hour
Most Workers Earn:	$4.00 - $6.50/hour
Usual Starting Salary:	$3.50 - $4.00/hour

Hours of work

Generally 40 to 44 hours per week.

To prepare for this job you should...

Like to deal with people. Learn about the different types of parts in a car.

High school courses that are helpful

Auto Mechanics
Business
Retailing
Mathematics

Other training

Several vocational technical schools have special programs to train auto salespeople.

If you want to be a Motor Vehicle and Supplies Sales Rep. you should

-Know that you may have to join a union.
-Study how automobiles work.
-Remember page numbers and part number well.
-Be able to lift up to 50 pounds.
-Like to wear a uniform.
-Like to talk on the phone.

Don't Forget

1. You may be on your feet for several hours a day.

2. You must have a good memory to be able to remember part numbers that may have 6 to 10 numbers in them.

What does the future look like for this Job?

More and more people are fixing up cars than are getting new ones, so there will always be a need for good salespeople. Employment is greatest in large towns and cities.

For more information write to:

Automotive Service Industry Assn.
168 N. Michigan Avenue
Chicago, Illinois 60601

National Auto Parts Association
29 E. Madison Street
Chicago, Illiois 60601

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 215

Career Field Code MHE

Sandblaster

It's a

BRIGHT

IDEA!

THE JOB:

A SANDBLASTER cleans metal, concrete and other hard materials using a sandblasting machine with a nozzle hopper, and a compressor.

What is it like to be a Sandblaster

Sandblasters may have to work some hours when buildings are closed for the day. They direct blasts of sand or other grit using compressed air or water in order to remove rust, paint, tar, etc. and make an even finish.

Sandblasters wear protective clothing to shield him or her against the sandy air. They mask those areas that are not to be sandblasted. They set up sandblasting equipment.

How much can you make

Most earn from $4.50 to $6.00/hour. You can earn as much as $8.50 to $9.00/hour.

Hours of work

Usually 40 hours/week. Overtime may be required. You cannot work when it is raining.

To prepare for this job you should...

Know that there is some danger involved. Work well as part of a team. Be able to lift up to 100 pounds. Be able to work from heights. You must work in a shop or out of doors.

High school courses that are helpful

Machine Shop
Building Construction
Metal Shop

Other training

Most of this training is on-the-job.

If you want to be a Sandblaster you should

-Plan to finish high school.
-Know that sandblasters start as helpers.

Don't Forget

1. A high school diploma is not necessary but it may help you to get started.
2. You will work on ladders or high scaffolding.

What does the future look like for this Job?

More and more buildings are being restored instead of being torn down so there is a need for Sandblasters.

For more information write to:

International Molders' and
Allied Workers' Union
1225 E. McMillian Street
Cincinnati, OH 45206

The Forging Industry Assn.
55 Public Square
Cleveland, OH 44113

Talk to a Sandblaster about their job.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 216

Career Field Code AFH

INSPECTION
NOTICE

SCOUT

It's a

BRIGHT

IDEA!

THE JOB:

A SCOUT locates and kills plant and tree pests and diseases.

What is it like to be a Scout

A Scout is responsible for keeping our communities free of pests and infections which affects buildings and natural resources.

Scouts must obtained a license to do the following: they control poisonous plants, they control pest control and other animals and plants. Beginning Scouts usually start out by digging, handling supplies and equipment, cleaning pest breeding places and applying pesticides.

How much can you make

Earnings Range:	$3.50 - $9.00/hour
Most Workers Earn:	$4.00 - $6.50/hour
Usual Starting Salary:	$3.50 - $4.00/hour

Some are paid a commission for each house or building.

Hours of work

Usually 40 hours per week. Some overtime may be necessary.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Science
Industrial Arts

Other training

Courses in pest control technology are offered in a few community colleges throughout Florida. Most Scouts learn the required skills on-the-job.

If you want to be a Scout you should

-Like to work in small, confined areas.
-Like to work with people.
-Be honest.
-Tolerate chemicals.
-Be able to follow a set routine.
-Do hard, physical work.

Don't Forget

1. Work for the qualified Scout is steady and expanding.
2. This work is safe due to strict safety standards.
3. Work is not physically hard unless you are on a tent crew.
4. You must be able to work with unpleasant odors.

What does the future look like for this Job?

The industry is fairly small, but there is a high turnover rate.

For more information write to:

National Pest Control Assoc., Inc.
8150 Leesburg Pike
Vienna, VA 22180

Florida Entomological Society
660 West Orange Street
Lake Alfred, Florida 33850

U.S. Dept. of Agriculture
Washington, D.C. 20250

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 217

Career Field Code PWM

Sheetmetal Worker

It's a BRIGHT IDEA!

THE JOB:

A SHEET METAL WORKER builds, installs, repairs, and alters sheet metal roofing, gutters, and ductwork.

What is it like to be a Sheet Metal Worker

A Sheet Metal Worker may work indoors in a plant that manufactures sheet metal products. A Sheet Metal Worker may work outdoors installing sheet metal roofing, siding, or gutters. A Sheet Metal Worker may also work in new buildings installing air conditioning and heating ducts.

Air conditioning and heating ducts are often ready-made in a factory. The Sheet Metal Worker still has to cut the ducts to the proper size to install them.

Sheet Metal Workers begin a job by studying drawings and blueprints. They decide what type of sheeting to use and how it is to be cut. Next, they mark the pattern on the metal. The metal is cut with hand shears or power cutters. The metal may be bent or curved by a machine called a brake. Holes may be drilled or punched in the metal. A Sheet Metal Worker may put the parts together with bolts or rivets. The parts may also be welded or soldered together.

Sheet metal shops and construction sites can be very noisy. Roofing and guttering work may be done far above the ground. Sheet Metal Workers may have to squeeze into some pretty tight spots to install heating and air conditioning ducts.

How much can you make

Earnings Range:	$3.50 - $10.50/hour
Most Workers Earn:	$6.00 - $ 7.50/hour
Usual Starting Salary:	$3.50 - $ 5.50/hour

Hours of work

Sheet Metal Workers usually work days, 40 hours/week. Some employers have night shifts. Some overtime may be necessary.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Mechanical Drawing
Metal Shop
Blueprint Reading
All the Mathematics you can get.

Other training

Plans to take sheet metal courses in an area vocational school should be discussed with your counselor or occupational specialist and the local joint apprenticeship committee.

If you want to be a Sheet Metal Worker you should

-Have a real desire to use your own knowledge and skills to build complete projects from plans to the finished product.
-Be able to follow directions accurately.
-Not mind noisy work.
-Not be afraid of heights or closed in places.
-Like to work with hand and power tools.
-Have good eyesight and hearing (glasses and hearing aids are ok).
-Be able to lift and carry up to 50 pounds.
-Not mind working in awkward positions.

Don't Forget

1. You must have a high school diploma or the equivalent to get an apprenticeship.
2. You must be 16 years old to start training as an apprentice.
3. Apprenticeship lasts about 4 years.
4. Some employers offer paid vacations and holidays, retirement plans, and group insurance.
5. You may be required to join a union.

What does the future look like for this Job?

Employment for sheet metal workers will remain good as long as things are being built. Promotion opportunities are also good. Qualified, experienced Sheet Metal Workers may be promoted to layout men, supervisors or estimators. Some Sheet Metal Workers start their own contracting firms.

For more information write to:

Sheet Metal Workers'
International Association
1000 Connecticut Avenue, NW
Washington, D.C. 20036
0-
Fla. Bureau of Apprenticeship
1321 Executive Ctr. Dr., E.
Tallahassee, Florida 32301
(904) 488-8332

Sheet Metal & Air Conditioning
Contractors Nat'l Assn.
8224 Old Courthouse Rd.
Vienna, VA 22180

Associated Builders & Contractors
729 15th Street,
Washington, D.C. 005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 218
Career Field Code MCR

Small Engine Mechanic

It's a BRIGHT IDEA!

THE JOB:

The SMALL ENGINE MECHANIC fixes the small gasoline engines used to power boats, lawn mowers, chainsaws, garden tractors, water pumps and other machines.

What is it like to be a Small Engine Mechanic

Small Engine Mechanics fix small engines such as those used to power boats, lawn mowers, water pumps, trail or mini bikes, etc. They find the cause of the trouble. They figure the cost of repairs. They use power tools, hand tools and precision measuring instruments.

Small Engine Mechanics take apart engines and examine worn and broken parts. They replace or fix parts such as rings and bearings. They clean and adjust carburetors and magnetos. They service new engines. They give instructions to buyers on the care and adjustments of engines.

How much can you make

Many earn from $3.35 to $7.00/hour or more. A lot depends on how fast they work.

Hours of work

Usually 40 hours/week. Some overtime may be necessary.

To prepare for this job you should...

Like to take things apart, fix them and put them back together again.

High school courses that are helpful

Small Engine Repair
Auto Mechanics

Other training

Vocational technical centers and community colleges have programs in small engine repair.

If you want to be a Small Engine Mechanic you should

-Plan to finish high school.
-Know that you could get cut or burned.
-Be able to deal effectively with customers.
-Know how to read micrometers, calipers, and other measuring instruments.
-Be good at finding and solving problems.

Don't Forget

1. You must be able to read and use repair manuals.
2. You can also learn this job through an apprenticeship program.
3. Many open their own shops.

What does the future look like for this Job?

The opportunities in this field are excellent. There is always a need for people who know how to repair small engines.

For more information write to:

Fla. Bureau of Apprenticeships
1321 Executive Center Dr., E.
Tallahassee, Florida 32301

Talk to someone who repairs gas engines, mowers and motorcycles.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 219

Career Field Code SLR

WE CAN HELP
SOCIAL PROGRAMS
HOUSING

Social Worker

It's a BRIGHT IDEA!

THE JOB:

SOCIAL WORKERS guide government aid in the right directions to help the people who need help most.

What is it like to be a Social Worker

Most Social Workers are employed by state and local governments. They work for agencies set up to help people. Social Workers are contacts between a government agency and the people it is supposed to help.

There are three ways social work is done. Caseworkers usually deal with families and individuals. Group workers have counseling meetings with several people or families at once. Community organization workers make plans and supervise programs for entire neighborhoods.

Social Workers help people solve problems, teach people how to plan better budgets, help people get government support when they need it, and help some people get jobs. Social Workers help other people get the training needed to qualify for a good job.

Social work can be very frustrating. Sometimes a Social Worker can't get enough help for a person who needs it badly. When Social Workers help someone solve a difficult social problem it can be very satisfying.

Some Social Workers spend many hours each day working at a desk. When Social Workers are not interviewing or counseling people, they are filling out forms and writing reports.

How much can you make

Earnings Range:	$13,500 - $27,000/year or more depending on degree and years of experience
Most Workers Earn:	$17,000 - $20,000/year
Usual Starting Salary:	$13,500 - $14,000/year

Hours of work

Most Social Workers work days, 40 hours/week. Some evening or weekend work may be necessary.

To prepare for this job you should...

Complete your high school education. You should plan to attend a college or university.

High school courses that are helpful

High school courses that will help you are courses recommended by your guidance counselor or occuaptional specialist to prepare you to enter a college or university.

Other training

Completion of a four-year program leading to a baccalaureate degree is required. More education may be required for some positions.

You should try to get part-time work with a camp, community center, or welfare agency while you are going to school.

If you want to be a Social Worker you should

-Like to meet and talk with people.
-Have a real desire to help other people.
-Like to work indoors.
-Not easily become emotionally upset.
-Not give up easily.

Don't Forget

1. Some persons interested in social work careers are hired after only 2 years of college as casework assistants as part of a work-study program which allows them to finish college.
2. Educational assistance is also available for work on advanced degrees.
3. Social Workers get paid holidays and vacations, group insurance rates, pensions and retirement plans.

What does the future look like for this Job?

There are not many job openings at this time for Social Workers. Most openings will occur because of large Social Worker turnovers.

For more information write to:

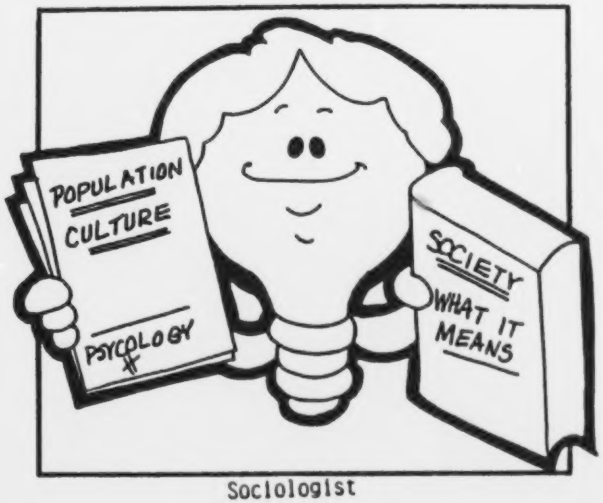
Natl Assoc. of Social Workers, Inc.
Southern Building
6 Fifteenth & Eighth Streets
Washington, D.C. 20005

Council Social Work Education
1744 R Street, N.W.
Washington, D.C. 20036

American Health Care Assn.
1200 15th Street
Washington, D.C. 20005

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 220
Career Field Code SLR



Sociologist

It's a BRIGHT IDEA!

THE JOB:

A SOCIOLOGIST specializes in such areas as the study of penal institutions, industrial sociology or criminology.

What is it like to be a Sociologist

A Sociologist who works in a criminal investigation may: (1) mark each piece of evidence at the scene of the crime, (2) takes fingerprints and make molds of shoes and tires, (3) study handwritten or typed papers, (4) analyze guns and bullets, (5) study molds made at the scene of the crime, (6) decide on the approximate time and cause of death, (7) find out whether poisions were used, and if so, which ones, and (8) develop new techniques to help identify criminals.

How much can you make

Many earn from $350 to $450/week.

Hours of work

Usually 40 hours/week. Many work evenings and weekends in order to solve crimes.

To prepare for this job you should...

Use good judgement. Be curious, creative and objective. Use common sense. Be able to pass a physical.

High school courses that are helpful

Social Studies
Chemistry
Mathematics
Physics
Other College Preparatory Courses

Other training

A college degree in criminology, public safety, sociology or law enforcement is required.

If you want to be a Sociologist you should

-Plan to go to college at least four years.
-Know that you may work in a laboratory.

Don't Forget

1. Once you have training and some experience, you can work almost anywhere in this country.
2. You will work for a local, state, or federal law enforcement agency.

What does the future look like for this Job?

The number of skilled workers exceeds the demand.

For more information write to:

International Assoc. of
Chiefs of Police
11 Firstfield Road
Gaithersburg, Maryland 20760

Population Assn. of America
806 15th Street, N.W.
Suite 640
Washington, D.C. 20005

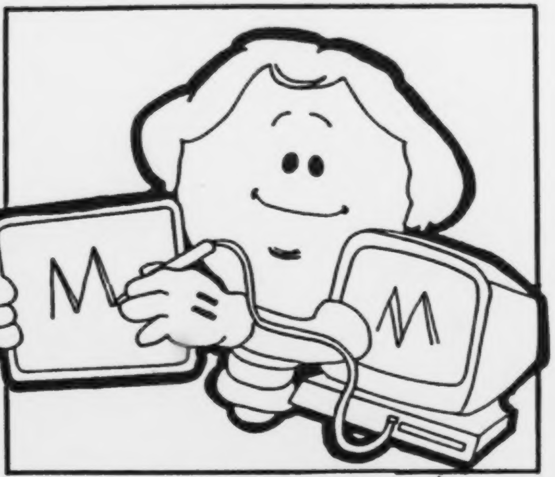
Clinical Sociology Assn.
c/o Jonathan Freedom, President
Hutchings Psychiatric Center
P.O. Box 27
Syracuse, NY 13210

American Sociolog Assn.
1722 N. Street, N.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 221

Career Field Code IIE



Software Technician

It's a BRIGHT IDEA!

THE JOB:

A SOFTWARE TECHNICIAN thinks about problems, plans and develops software programs.

What is it like to be a Software Technician

A Software Technician may work for private computer companies, at a bank or insurance company or for a public agency. They may write programs to run computers. They may test computer equipment by using programs.

A Software Technician may also install chips into a computer board or mount disk drives and chips into a computer system. They may also manage and transfer data.

How much can you make

Earnings Range: $250 - $800/week and above
Most Workers Earn: $350 - $700/week
Usual Starting Salary: $250 - $400/week

Hours of work

Usually 40 hours per week.

To prepare for this job you should...

A bachelor's degree in computer science is preferred.

High school courses that are helpful

Math
Science
College Preparatory Courses

Other training

Computer programming is taught at many vocational-technical centers and community colleges and universities.

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If you want to be a Software Technician you should

-Like to work with things, numbers and objects.
-Like to do detailed work.
-Think quickly.
-Understand mathematical equations.
-Have good hand-eye coordination.

Don't Forget

1. Computer work areas maybe cool.
2. Work is very detailed.
3. You need computer programming background.

What does the future look like for this Job?

All computer related careers are expected to increase rapidly.

For more information write to:

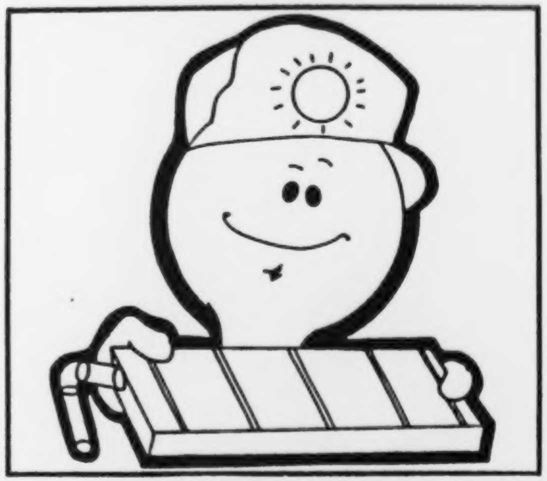
Americsan Federation of Information
Processing Societies
1815 North Lynn Street
Arlington, VA 22209

Computer Careers - DOL
DPMA
505 Busse Highway
Chicago, Illinois 60068

886

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 222
Career Field Code MCR



Solar Energy Technician

It's a

BRIGHT

IDEA!

THE JOB:

The SOLAR ENERGY TECHNICIAN helps in the installation of solar energy saving devices: hot water heaters, pool heat recovery systems, water conditioning equipment and solar heating systems.

What is it like to be a Solar Energy Technician

Solar Energy Technicians must practice proven safety measures at all times. They use the vocabulary associated with the solar energy industry and communicate effectively in the spoken and written form. They use hand tools and testing equipment competently.

Solar Energy Technicians use proven techniques for competent analysis in trouble shooting, servicing, and testing solar energy systems and related equipment. They use manufacturer's technical reference materials skillfully and interpret information provided by schematics, charts, graphs, drawings, flow charts, and specifications. They practice public relations at all times.

How much can you make

Many earn from $7.50 to $10.00/hour.

Hours of work

Usually a 40 hour week. Some weekend and evening work may be necessary.

To prepare for this job you should...

Study how the sun can be converted to heat or energy. Know a lot about electricity, plumbing and construction. Know that this is a new and emerging field. Know that employment will be best in those areas where there is intense sunlight.

High school courses that are helpful

Algebra
Physics
Industrial Arts
Electricity
Drafting

Other training

There are 2-year solar energy programs at vocational technical centers, community colleges, and private trade schools.

If you want to be a Solar Energy Technician you should

-Plan to work with electricians and plumbers.
-Like to work outdoors a great deal of the time.
-Be able to travel some.
-Be able to sell some also.

Don't Forget

This field is growing due to the high cost of fuel.

What does the future look like for this Job?

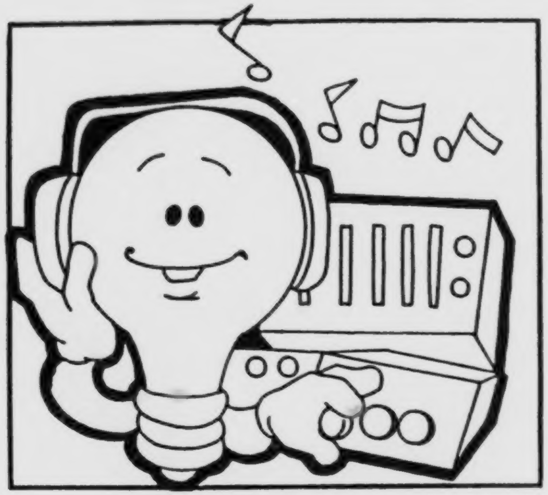
The opportunities in this field are excellent. More and more people are installing solar equipment in their homes and offices.

For more information write to:

Look under Solar in the yellow pages.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 223
Career Field Code TTE



Sound Mixer

It's a

BRIGHT

IDEA!

THE JOB:

A SOUND MIXER controls the volume and the quality of sound during a motion picture filming, television production, or recording session.

What is it like to be a Sound Mixer

A Sound Mixer decides the sound requirements for a movie script. Most Sound Mixers decides where the microphone will be placed, operates the dubbing machine and tests machines and equipment for defects.

Sound Mixers also must tell performers how to use their voices and microphones. Many work for broadcast studios, radio stations and movie theatres.

How much can you make

Earnings Range:	$4.50 - $8.00/hour
Most Workers Earn:	$6.00 - $7.00/hour
Usual Starting Salary:	$4.50 - $5.00/hour

Hours of work

Sound Mixers work irregular hours, including overtime and weekends.

To prepare for this job you should...

Complete your high school education with plans to attend college or a vocational-technical institution.

High school courses that are helpful

English
Math
Science
Shop Course

Other training

Courses in radio-television with 2 to 4 years of additional training from a college or vocational-technical center.

If you want to be a Sound Mixer you should

-Like to work with things and objects.
-Work with machines.
-Like to work alone.
-Be able to study and compare information.
-Be 18 or over.
-Be physically able to do the work of the trade.

Don't Forget

1. You should enjoy working with machines.
2. This is not a 9:00 to 5:00 job.
3. You may be under pressure to meet a deadline.
4. You should be able to work without supervision.
5. You should be able to get along well with people.

What does the future look like for this Job?

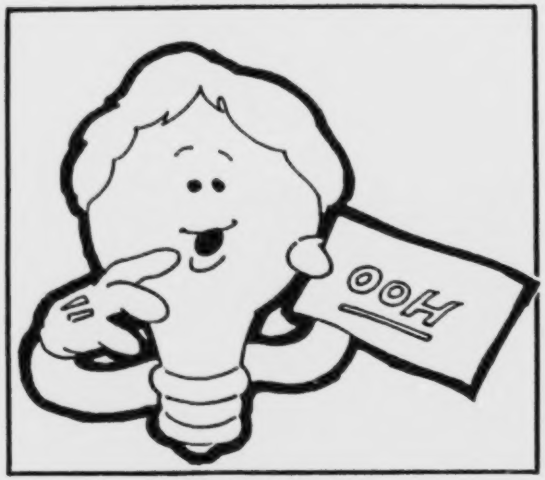
Opportunities for Sound Mixers should remain stable through the mid-1990's.

For more information write to:

Broadcast Education Association
1771 N. Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 224
Career Field Code NPD



Speech Pathologist

It's a BRIGHT IDEA!

THE JOB:

SPEECH PATHOLOGISTS help patients overcome speech and hearing problems.

What is it like to be a Speech Pathologist

Speech Pathologists help patients with problems of speaking and hearing. The study of speech pathology is concerned with speech disorders. Audiology is the study of hearing disorders. Pathologists may specialize in either speech pathology or audiology. The two kinds of problems are so closely related, however, that any Speech Pathologist must know a lot about both.

The First thing Speech Pathologists must do for new patients is to identify (diagnose) the problem. Some speech problems have physical causes such as cleft palate (the roof of the mouth is divided). Mental retardation and brain injury also cause speech problems.

Loss of hearing is a common cause of speech problems. Children who are born totally deaf must be taught that they may have a voice before they can be taught to use it. For people with parital hearing, a hearing aid may help greatly in correcting speech problems.

Speech Pathologists usually work with children in the public schools. Work in clinics or rehabilitation centers nearly always requires a master's degree as a Speech Pathologist or Audiologist. Working conditions are pleasant and speech therapy classes are usally small. Speech Pathologists usually have summer months free to do other work outside the schools.

How much can you make

Earnings Range:	$12,000 - $28,000/year
Most Workers Earn:	$19,000 - $25,000/year
Usual Starting Salary:	$12,000 - $16,000/year

Hours of work

Most Speech Pathologists work days, about 30-40 hours/week.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university.

High school courses that are helpful

High school courses which will help you are those recommended by your guidance counselor or occuaptional specialist to prepare you for entrance to a college.

Other training

Some speech pathology students must receive their master's degree (1 year beyond the bachelor's degree) before being able to get a job.

If you want to be a Speech Pathologist you should

-Have a sincere interest in helping the handicapped overcome their problems.
-Be interested in teaching.
-Be patient in dealing with situations where progress may be very slow.
-Not be easily upset emotionally.
-Prefer to work indoors.

Don't Forget

1. Many school employees take another job or go back to college during the summer.
2. Most school employees get group rates on life and health insurance.
3. School employees also get paid holidays, sick leave, and retirement benefits.
4. Most employers other than the social system require the master's degree for work in speech pathology.

What does the future look like for this Job?

Public interest in speech and hearing problems and more money for medical research will increase the demand for Speech Pathologists.

Opportunities for those with only a bachelor's degree is limited. You should go on to study and get your master's degree.

For more information write to:

American Board of Examiners in
Speech Pathology & Audiology
10801 Rockville Point
Rockville, MD 20852

American Speech and Hearing Assoc.
9030 Old Georgetown Road
Washington, D.C. 20014

American Speech-Language-
Hearing Assn.
10801 Rockville Pike
Rockville, MO 20852

Veterans Administration
Washington, [illegible] 20420

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 225

Career Field Code NSM

Statistician

It's a BRIGHT IDEA!

THE JOB:

STATISTICIANS are interested in the collection, analysis, interpretation, and presentation of data obtained through experiments.

What is it like to be a Statistician

Statisticians are generally employed in three principle areas of work: the collection and presentation of statistical data, scientific research, and teaching. More specifically, Statisticians in the collection and presentation of data deal with such things as the Census Bureau, the dail stock exchange transactions, data on illness, injuries and/or deaths, and reports on production in industries. They detect trends. They obtain information for business firms to use in making policy decisions. They obtain information for use in the maintenance of quality control and the determination of efficiency ratings.

In scientific research, Statisticians work in chemistry to discover new chemical elements. In psychology, they obtain information about intelligence. In market research, they determine the preferences of consumers for certain types of products or services.

In teaching, Statisticians are experiencing a growth in the need for their services. They are often used as consultants. They are involved in statisticl research.

How much can you make

Many earn from $15,000 to $36,000/year. A lot depends on their degree.

Hours of work

Usually 40 hours/week.

To prepare for this job you should...

Really like mathematics. Study computers and understand how they can work in the field of statistics. Be able to do complicated mathematics problems easily. Be able to make quick decisions. Be able to work as part of a team.

High school courses that are helpful

Algebra
Calculus
Physics
Chemistry
Other College Preparatory Courses

Other training

You need at least a bachelor's degree in mathematics or statistics. Many employers prefer you to have more training than that.

If you want to be a Statistician you should

-Know that you will deal with all types of information like census data, scientific research data, and data on illness and production of products.

Don't Forget

1. You will probably have to continue your education beyond four years of college.
2. You can start your own business as a consultant.

What does the future look like for this Job?

There is a demand for Statisticians, especially those with computer backgrounds.

For more information write to:

American Statistical Assoc.
810 18th Street, N.W.
Washington, D.C. 20005

American Mathematical Society
P.O. Box 6248
Providence, RI

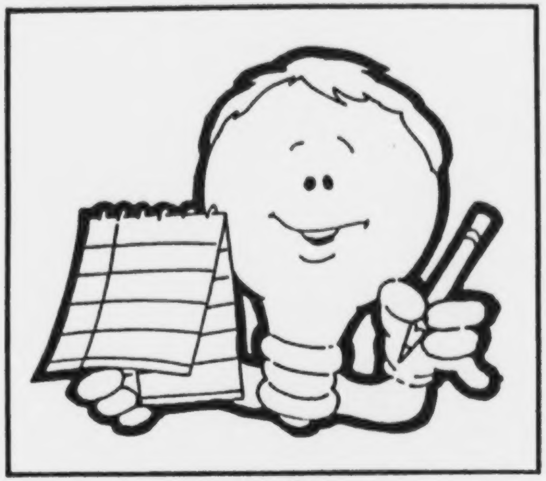
Mathematics Assn. of America
1225 Connecticut Ave., N.W.
Washington, D.C. 20036

Bureau of Labor Statistics
Washington, D.C. 20212

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 226

Career Field Code CLE



Stenographer

It's a

BRIGHT

IDEA!

THE JOB:

STENOGRAPHERS record speech using shorthand or a special typewriter called a stenotype.

What is it like to be a Stenographer

Stenographers work in business offices. Most modern business offices are clean, comfortable places to work. Most Stenographers work in large towns or cities.

Stenographers must be able to take shorthand and be good typists. They usually have more responsibility than a clerk-typist but less than a secretary. In many small offices, however, Stenographers do almost anything a secretary would do. They may file reports and receive telephone calls. They may greet visitors and schedule appointments. In a large office the Stenographer's main job is sorting mail and preparing letters from dictation.

In some offices dictation is taken entirely by shorthand. After taking the dictation Stenographers type the letter or memos. Stenographers also use shorthand to write down the minutes of a business meeting. Other offices use recording equipment for dictation. The Stenographer plays the recording, listening with headphones and typing while listening.

Stenographers spend most of their time preparing letters. Business letters must be very neat. When there are not many letters to be typed Stenographers may assist typists with routine forms and reports that don't have to be quite so neatly done.

How much can you make

Earnings Range:	$150 - $300/week
Most Workers Earn:	$175 - $225/week
Usual Starting Salary:	$150 - $175/week

Hours of work

Stenographers usually work 5 days, from 35 to 40 hours/week.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

English
Office Occupations
Typing
Shorthand
Basic Mathematics

Other training

Secretarial studies at an area vocational technical education center may help you start out in a higher paying job.

Part-time work as an office clerk can give you available office experience while you are still in school.

If you want to be a Stenographer you should

-Prefer to work indoors.
-Work well with other people.
-Have a good memory.
-Follow instructions well.
-Not mind sitting at a desk most of the day.
-Be able to keep a secret.
-Have neat personal habits.

Don't Forget

1. Most employers give dictation and typing tests to select Stenographers. Beginners are usually expected to take dictation at a rate of 80 to 100 words per minute and to type 40 to 50 words per minute.
2. Many employers pay the cost of secretarial correspondence courses for Stenographers.
3. Some employers prefer to hire female Stenographers, others prefer male Stenographers.
4. Most employers offer paid vacations and holidays, group insurance plans, sick leave, and retirement plans.

What does the future look like for this Job?

For the most part, the demand for Stenographers is greater than the supply. More opportunities exist in the urban areas of Florida.

For more information write to:

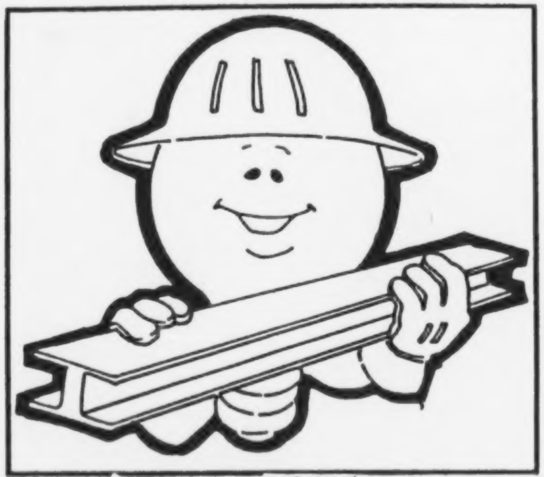
National Secretaries Assoc.
Suite G-10, Crown Center
2440 Pershing Road
Kansas City, Missouri 64108

National Shorthand Reporters Assn.
118 Park Street, S.E.
Vienna, VA 22180

Assn. of Independent
Colleges & Schools
1730 M Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 227
Career Field Code CMD



Structural Steel Worker

It's a

BRIGHT

IDEA!

THE JOB:

STRUCTURAL STEEL WORKERS raise, set and put together steel beams, columns, or other building units.

What is it like to be a Structural Steel Worker

They lay out jobs and make parts, following diagrams or blueprints. They may set up steel reinforcement for concrete slabs, rig cranes, derricks, and other large equipment.

All Structural Steel Workers must be able to use sput wrenches, hammers, bolting and cutting torches, wrenches, welding stingers, tapes, air guns, pliers, and other hand and power tools.

How much can you make

Earnings Range:	$3.85 - $14.50/hour
Most Workers Earn:	$7.50 - $12.00/hour
Usual Starting Salary:	$3.85 - $ 7.25/hour or 50% of journeyman's wage.

Hours of work

Usually 40 hours per week. Some overtime may be necessary.

To prepare for this job you should...

Complete your high school education. Be able to pass a job aptitude test.

High school courses that are helpful

English
Math
Physical Science
Drafting
Metal Shop

Other training

Go through a 3 to 5 year apprenticeship program.

If you want to be a Structural Steel Worker you should

-Be 18 or over.
-Do detailed work.
-Be able to judge distance and shapes of objects.
-Use eyes and hands easily.
-Have good eyesight (glasses or ok).
-Do outdoor work.

Don't Forget

1. Union membership may be expected.
2. You must be able to pass a physical examination.
3. There is an apprenticeable career in Florida.
4. Most employers offer paid life and health insurance, sick and vacation time, overtime pay, and retirement plan.

What does the future look like for this Job?

There will be an average of 125 openings per year statewide for all Structural Steel Workers between 1985-1990.

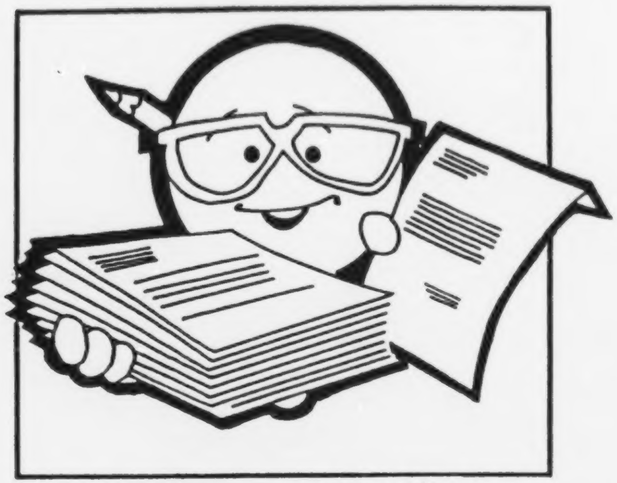
For more information write to:

Florida Bureau of Apprenticeships
1321 Executive Center Drive, East
Tallahassee, Florida 32301
(904) 488-8332

Assoc. General Contractors of America
Inc.
1957 East Street N.W.
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 228
Career Field Code CLE



Supervisor, Word Processing

It's a BRIGHT IDEA!

THE JOB:

WORD PROCESSING SUPERVISOR operates a magnetic tape or card typewriter.

What is it like to be a Word Proessing Supervisor

Word Processing Supervisors position a blank cartridge or tape in the console of the machine and press a button to load the tape. They insert the paper into the typewriter carriage. On the keyboard, they set controls for margins, spacing and tabulation. They type from a draft and read proof copy (on paper or a CRT screen).

Work Processing Supervisors make corrections and push a button to printout a perfect original copy. They transfer information from one tape/disc to another.

A Word Processing Supervisor organizes and oversees the work of other word processors. They are responsible for work being done correctly and on time.

How much can you make

Supervisors make more than word processors which varies.

Hours of work

Usually from 8 to 5 p.m.

To prepare for this job you should...

Definitely learn to type. Like sitting in one place for long periods of time. Be able to learn how to operate a word processor. Know office practices. Must like to manage other people.

High school courses that are helpful

Typing
Other Practice
Word Processing
Secretarial Science

Other training

A program in word processing operation is preferred.

If you want to be a Word Proessing Supervisor you should

-Know that IBM, Burroughs, Xerox, Apple and other computer companies each have different procedures and different commands that require different types of training.

Don't Forget

1. Some word processing machines now can be equipped with voice synthesizers for visually handicapped people.
2. You must dress neatly.

What does the future look like for this Job?

Excellent opportunities as the cost of word processors become less and less. Their popularity is increasing.

For more information write to:

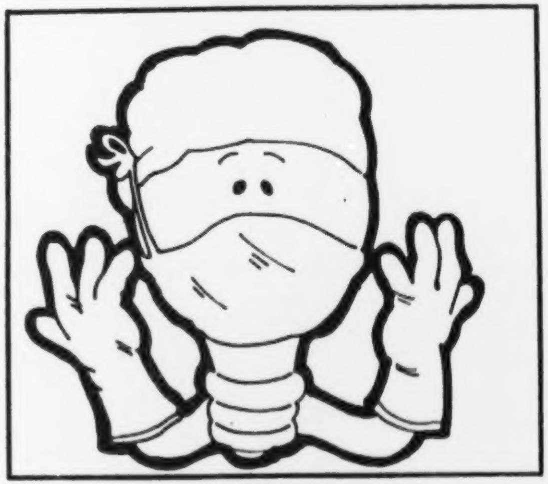
`Talk to a Word Processor. See the preview script on secretary.`

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 229

Career Field Code HDT



Surgeon

It's a BRIGHT IDEA!

THE JOB:

SURGEONS perform operations to correct physical problems and to cure illnesses.

What is it like to be a Surgeon

Surgeons work in hospitals and clinics. Only a small percentage of all Surgeons are actually employed by hospitals. Most of the others are in private practice, or members of medical groups, or with doctors who specialize in the same type of surgery.

When operating on a patient the Surgeon works with other members of a medical team. Some of the other medical workers are the anesthesiologist, various nurses, and surgical technicians. Some Surgeons are responsible for instructing residents and interns. An intern is a recent graduate of a medical school. A resident has completed internship (usually 1 year) and is learning a medical specialty. The Surgeon may be self-employed, but the other medical staff members are paid by the hospital. Sometimes a Surgeon who is employed by the hospital may assist the independent Surgeons operating there.

Surgeons are also responsible for the recovery of their patients after an operation. They visit patients still in the hospitals, or in their homes.

Outside the operating room is spent in a variety of ways. Doctors hold conferences to decide the best ways to handle certain cases. Knowing when not to operate is just as important as knowing how. Much time is also spent in reading and research as well as writing.

How much can you make

Residents earn from $15,000 to $20,000/year. Qualified Surgeons earn well over $100,000/year.

Hours of work

Surgeons may work many more than 40 hours/week.
Emergency operations are performed at any hour of the day or night.
Surgeons may be 'on call' on weekends and holidays.

To prepare for this job you should...

Finish your high school education with plans to attend a college or university, followed by medical school.

High school courses that are helpful

The high school courses that will help you are those recommended by the guidance counselor or occuaptional specialist to prepare you for entrance to a college or university.

Other training

Frequently recommended college majors are physical sciences, biology, chemistry, genetics, and mathematics. Some colleges offer 'pre-med' majors.

If you want to be a Surgeon you should

-Have a strong desire to help other people.
-Be willing to accept a lot of responsibility.
-Work well with your hands.
-Be able to make correct decisions quickly.
-Be calm in emergencies.
-Enjoy work in science and mathematics.
-Be in good health with no serious handicaps.
-Be willing to spend many years in school after graduation from high school.
-Be willing to continue studying and learning during your entire career.
-Be able to admit, and learn from, your own mistakes.
-Work well as a member of a team.

Don't Forget

1. The second year of medical school is soon enough to make a decision to specialize in surgery.
2. 'Diplomate' certification is not required to practice surgery, but it is considered a very desirable honor.
3. There are many scholarships and loans available for medical students.
4. Criminal offenses or drug abuse convictions will disqualify students for admission to medical school.
5. Physicl examinations and some other medical care are often free for hospital staff members.

What does the future look like for this Job?

More and more Surgeons will be needed to deal with the number of diseases that need surgery to be cured. There is a shortage of qualified Surgeons due to the many years of education that are required.

For more information write to:

Assn. of American
Medical Colleges
Suite 200
1 Dupont Circle N.W.
Washington, D.C. 20036

The American College of Surgeons
55 East Erie Street
Chicago, Illinois 60611

Office of Related Health
Professions
American Medical Assn.
535 N. Dearborn Street
Chicago, Illinois 60610

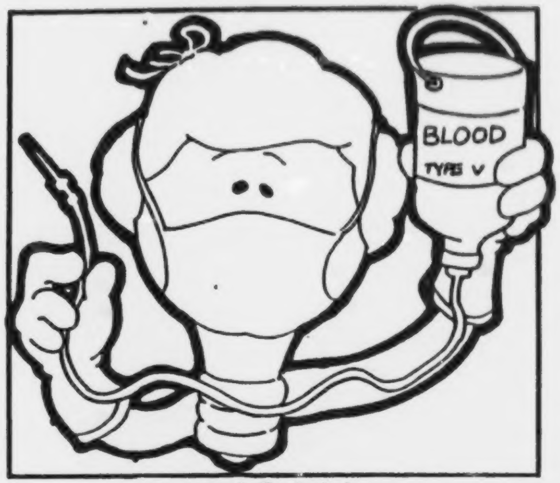
Veterans [illegible]istration
Washingto[illegible]C.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 230

Career Field Code HTT



Surgical Technician

It's a

BRIGHT

IDEA!

THE JOB:

SURGICAL TECHNICIANS prepare operating rooms for surgery and clean them up after surgery.

What is it like to be a Surgical Technician

Surgical Technicians work as members of a medical team in hospital operating rooms. Other team members include surgeons, anesthesiologists, and nurses. Surgical Technicians have different responsibilities before, during, and after an operation.

Before an operation technicians prepare the room and the patient. Technicians prepare the room and the patient. Technicians collect the instruments the surgeon will need, arrange the instruments according to instructions from a professional nurse, and make sure the operating room is supplied with any fluids needed for transfusions. They prepare sterile sheets and drapes, adjust lights over the operating table. They scrub and assist the surgeon and nurses with their gloves and gowns. They may also wash, shave, and sterilize the area of the operation.
During an operation technicians follow the surgeon's orders. They pass or hold instruments, cut sutures (stitches), adjust lights and mirrors and help with transfusions or injections. Technicians may also work as circulators. Circulators gather in additional supplies or equipment needed during an operation.

After surgery, Technicians help apply bandages and help move the patient from the operating table. They gather up all the equipment, sheets, towels and drapes and take them to a cleaning area.

How much can you make

Earnings Range:	$3.50 - $8.00/hour
Most Workers Earn:	$4.50 - $7.50/hour
Usual Starting Salary:	$3.50 - $4.50/hour

Hours of work

Surgical Technicians usually work days or evenings, 40 hours/week. Overtime is usually available for technicians who are willing to be 'on call' for emergencies. They may also work some extra hours when operations take longer than expected. Most surgery is done in the morning.

To prepare for this job you should...

Finish high school with plans to take a course in surgical or operating room technology at a hospital or vocational technical education center.

High school courses that are helpful

Biology
Health or Hygiene

Other training

Working part-time as an orderly or nurse aid may introduce you to the field of surgery.

If you want to be a Surgical Technician you should

-Have a strong desire to help other people.
-Work well with your hands.
-Remain calm in emergencies.
-Follows instructions well.
-Notice details.
-Not be easily upset emotionally (an operating room can be a very tense place to work).
-Be very reliable.
-Be strong enough to stay on your feet many hours at a time.
-Be able to work fast without mistakes.

Don't Forget

1. All operating room personnel scrub their hands and forearms with strong soap and a brush before every operation.
2. Hospitals provide surgical caps, gowns, shoe coverings, gloves and masks used in surgery.
3. The tension in an operating room may be a strain on the nerves but it is certainly exciting work. Operating rooms are also neat, clean places to work.
4. Fringe benefits usually include paid vacations and holidays, group insurance, retirement plans, and often free physical examinations.
5. Training lasts from six months to one year.

What does the future look like for this Job?

There is a demand for Surgical Technicians. In fact, there is a demand for almost any jobs in the health fields.

For more information write to:

Assn. of Operating Rm Technicians
1100 W. Little Blvd.
Littleton, Colorado 80120

American Medical Assn., Dept.
of Allied Health Evaluation
535 N. Dearborn Street
Chicago, Illinos 60610

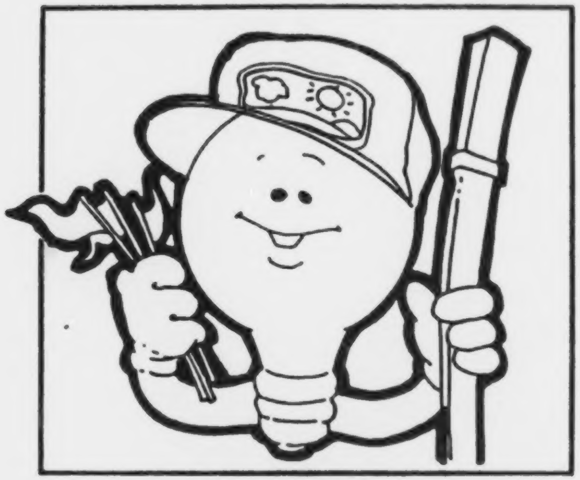
Assn. of Surgical Technologists
Caller No. E
Littleton, Colorado 80120

Ask your guidance counselor or occupational specialist to help you find out [illegible]t programs in nearby tech. [illegible]. center.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 231

Career Field Code MHE



Surveyor Helper

It's a

BRIGHT

IDEA!

THE JOB:

The SURVEYOR'S HELPER measures distance, elevations, line directions and angles between lines to fix boundary lines. They must be able to hold level and sight rods, take measurements, set marks, and do simple drafting.

What is it like to be a Surveyor Helper

The Rod and Chain Surveyor's Helper holds levels and sight rods. They take measurements with tapes or chains. They set and marks grade stakes, hubs, turning point, and bench marks. They carry instruments and stakes. They cut brush.

Surveyor's Helpers make computations and field notes. They slide target discs on graduated rods. They read numerical measurements from graduated rods. They make tracings from blueprints. They mark measuring points with marking crayon, paint sticks, scratches, tacks or stakes.

Surveyor's Helpers move rods or target rods on command. They follow verbal or hand signals or Instrument Supervisors. They call out readings to note-keeper or surveyor. They do simple drafting.

How much can you make

Most earn from $3.65 to $6.50/hour.

Hours of work

Usually 40 hours/week. They may work overtime.

To prepare for this job you should...

Like to work outdoors. Be able to see the differences in shapes and lines. Be able to read blueprints. Know that you may be exposed to snake bites.

High school courses that are helpful

Blueprint Reading
Drafting
Geometry

Other training

Most helpers learn this skill on-the-job.

If you want to be a Surveyor Helper you should

-Talk to a surveyor about what they do.
-Know that you may get run over by a car or truck if you're surveying in the street.

Don't Forget

Some jobs will require you to move from one place to another.

What does the future look like for this Job?

When there's a lot of building going on, your chances are much better. Outlook for well-qualified helpers is favorable.

For more information write to:

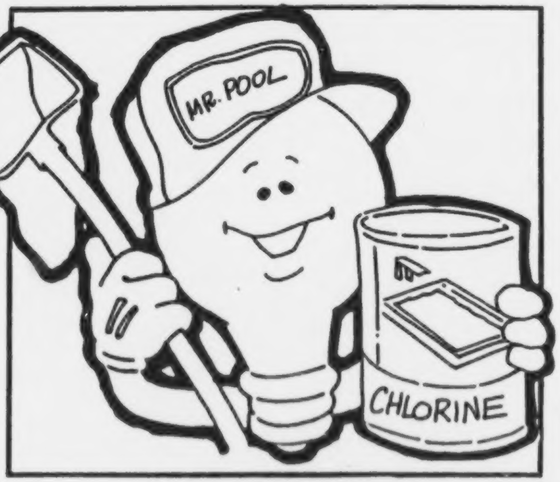
American Congress on Surveying & Maping
210 Little Falls Street
Fall Church, Virginia 22046

Fla. Society of Professional Land Surveyors
210 Little Falls Street
Falls Church, VA 22046

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 232

Career Field Code MCR



Swimming Pool Servicer

It's a BRIGHT IDEA!

THE JOB:

SWIMMING POOL SERVICERS do normal maintenance and repair work on swimming pools.

What is it like to be a Swimming Pool Servicer

Swimming Pool Servicers clean bottom and sides of the pool, using underwater vacuum cleaner, hose, brush, detergent, acid solution and sander. They inspect and replace loose or damaged tile. They clean and repair filter system.

Swimming Pool Servicers adjust and make minor repairs on heating and pumping equipment. They add chemicals or purify the water in the pool. They prepare a service report of materials used and work performed.

How much can you make

Earnings Range:	$3.35 - $6.80/hour
Most Workers Earn:	$4.00 - $5.60/hour
Usual Starting Salary:	$3.35/hour

Hours of work

Usually 40 - 48 hours/week. Overtime may be required during busy seasons or emergencies.

To prepare for this job you should...

Finish your high school education. A high school diploma is not a requirement but most employers do prefer that you have it or the equivalent (GED).

High school courses that are helpful

English
Mathematics
Chemistry
Industrial Arts

Other training

Most people learn this job by starting out as a helper and learning from an experienced worker. Training periods often last from 3-6 months.

If you want to be a Swimming Pool Servicer you should

-Like to work outdoors.
-Like to work with machines.
-Like to build things.
-Like to repeat the same thing over and over.
-Like to meet exact standards on the job.
-Catch on quickly and remember things well.
-Understand instructions.
-Be able to see small details.

Don't Forget

1. Most of your work will be outdoors.
2. The work can be physically hard.
3. You may sometimes work with dangerous chemicals.
4. This work can be seasonal.
5. You will be on your own without much supervision.
6. You must have a high school diploma if you plan on going into business for yourself.

What does the future look like for this Job?

In areas where the weather is warm most of the year, many families have their own pools. More job openings will be found in those areas of the country rather than the northern states.

For more information write to:

Look in the Yellow Pages under swimming pools and contact someone in your area.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 233

Career Field Code NSM

Systems Analyst, Electronic Data

It's a BRIGHT IDEA!

THE JOB:

A SYSTEMS ANALYST plans, schedules, and coordinates the activities necessary to develop computer systems. The systems process data to solve business, scientific, or engineering problems.

What is it like to be a Electronic Data System Analyst

Systems Analysts go through three basic phases. They gather all facts and study the present system or process. They evaluate the findings and determine shortcomings of the present system and make recommendations for improvements (according to the requirements of the employers). Finally, they design a new system and put it into operation or supervise other staff in its operation.

More specifically, Systems Analysts determine the data processing problem. They define, analyze and structure the problem. They identify data needed and define a process. They prepare charts, tables and diagrams to describe the processing system and the steps necessary for its operation. They use various techniques in analyzing. They recommend the equipment to be used and prepare instructions for the Programmer. They interpret and translate final results into understandable terms for management, subject matter specialists or customers.

How much can you make

Earnings Range:	$300 - $550/week
Most Workers Earn:	$390 - $500/week
Usual Starting Salary:	$300 - $350/week

Hours of work

Usually 40 hours/week. Night or weekend work is often required.

To prepare for this job you should...

Finish high school with plans to attend a college or university. Find out if your school has any type of computer and start asking questions about it.

High school courses that are helpful

Mathematics
Statistics
Accounting
Economics
English
All Sciences

Other training

Most employers prefer a college degree as well as experience in mathematics, statistics, engineering, accounting, economics or business administration.

If you want to be a Electronic Data System Analyst you should

-Like to work with machines.
-Like to do different things on the job.
-Pay attention to detail.
-Use mathematics and science to solve problems.
-See details and differences in charts and writing.
-Use precise listening skills and speak clearly.
-See clearly.
-Be able to use your hands and fingers.

Don't Forget

1. You should also have a knowledge of electronic data processing.
2. Work is challenging and exciting. Your assignments are varied and important.
3. Some assignments may require work at night and on weekends.

What does the future look like for this Job?

Computers are the way of the future. Most businesses have turned over a great deal of their work and records to computer systems. Systems Analysts will be needed to update those programs.

For more information write to:

American Federation of Information
Processing Societies, Inc.
210 Summit
Montvale, New Jersey 07645

Council of Better Business Bureau, Inc.
1150 17th Street, N.W.
Washington, D.C. 20036

Computer Careers - DOL, DPMA
505 Busse Hwy
Park Ridge, Illinois 60068

Assn. for Sy[illegible]ems Management
24587 Bagle[illegible]ad
Cleveland, O[illegible] 44138

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 234

Career Field Code TMM

Taxi Driver

It's a BRIGHT IDEA!

THE JOB:

TAXI DRIVERS are public chauffeurs.

What is it like to be a Taxi Driver

Taxi Drivers take people from place to place in all kinds of weather. Most of their time is spent driving. They may have to get outside frequently to help people put luggage in the trunk.

Taxi Drivers have several ways to get passengers. They may park near train stations, airports, or bus stations. They may drive by hotels and theaters. Most taxi companies use two-way radios to send drivers to pick up passengers that call the company dispatcher.

Drivers keep careful records of all trips made. They record the address where each passenger was picked up. The record the distance traveled and the address where each passenger was left. They record the amount collected for each fare.

Driving in city traffic all day can be very tiring. Taxi Drivers are often busiest when the weather is bad since more people will call taxis then, instead of waiting for a bus. They also have other problems such as customers who are drunk or who can't pay the fare. Some passengers may offer a big tip to get someplace faster than the law allows. A Taxi Driver has to remember that too many traffic tickets can put a driver out of work.

How much can you make

Earnings Range:	$3.35 - $6.25/hour
Most Workers Earn:	$4.00/hour plus tips
Usual Starting Salary:	$3.35/hour plus tips.

Hours of work

Since their salary depends a lot on the number of passengers carried, many taxi drivers work as long as they can every day. Evenings, weekends, and holidays are often the busiest times.

To prepare for this job you should...

A high school education may not make you a better Taxi Driver, but some companies won't hire a driver without one.

High school courses that are helpful

Automobile Mechanics
Driver Education

Other training

You might want to take a course in defensive driving which is offered by most Departments of Motor Vehicles

If you want to be a Taxi Driver you should

-Enjoy meeting people.
-Have quick reflexes.
-Have a good memory.
-Have a lot of patience (a good sense of humor also helps).
-Have good hearing and eyesight.
-Be a good driver.

Don't Forget

1. A poor driving record or a record of criminal offenses can keep you from getting a job as a taxi driver.
2. Some drivers earn almost as much from tips as they earn from their regular salary.
3. Cities often have special traffic regulations for taxis.
4. Some taxi companies provide work uniforms.
5. Taxi Drivers in large cities usually earn more than those in smaller towns.

What does the future look like for this Job?

Rising bus fares and trouble finding places to park in the city have increased business for taxi companies. Many drivers decide they don't like the work after a short time, so there is a big 'turnover.' Experienced drivers may go in business for themselves either by buying their own taxi or by renting one from a taxi company.

For more information write to:

International Taxicab Association
222 Wisconsin Avenue
Lake Forest, Illinois 60045

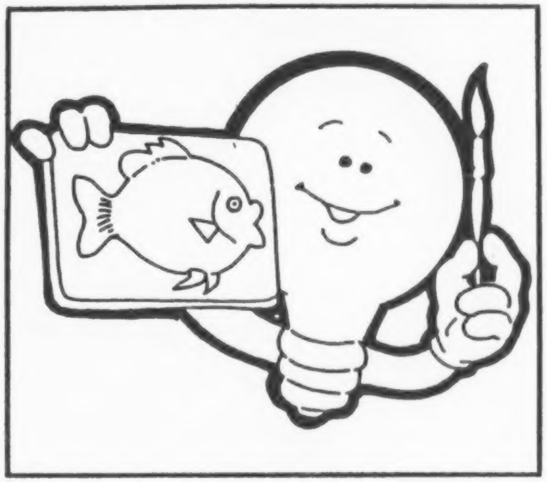
International Brotherhood of Teamsters
Chauffers, Warehousemen and Helpers
of America
25 Louisiana Avenue
Washington, D.C. 20001

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 235

Career Field Code TTE



Taxidermist

It's a BRIGHT IDEA!

THE JOB:

A TAXIDERMIST is a craftsman that preserves animals, fish, and birds and tries to make them look as if they were alive.

What is it like to be a Taxidermist

A Taxidermist stuffs and mounts animals in life-like positions for businesses, museums or for private individuals. First, a Taxidermist will carefully remove the skin form dead animals, birds, or fish with special knives and pliers. A special chemical is rubbed into the skin to keep it from spoiling. Then, a copy of the shape of the animal's body is made from plastic or papier mache so that it looks alive and active. The prepared skin is then stretched over this form using a special glue. Finally, teeth, scales, fins, claws or feathers are attached and the fur or feathers are groomed and combed to make it look life-like.

Sometimes a Taxidermist will mount the animal in a case for exhibition or scientific use.

Most Taxidermists work in museums of natural history, commercial or private taxidermy shops.

How much can you make

Earnings Range:	$4.05 - $10.00/hour
Most Workers Earn:	$8.50/hour
Usual Starting Salary:	$4.00 - $ 4.50/hour

Hours of work

Taxidermists usually work 40 hour weeks, but some overtime may be necessary to reach deadlines. Private Taxidermists work as many hours as necessary to get the job done. Busy times during hunting seasons usually require overtime.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

English
Arithmetic
Chemistry
Biology
Arts
Crafts

Other training

There are several ways to learn this trade:
(1) college
(2) home study courses
(3) on-the-job training

If you want to be a Taxidermist you should

- -Not mind working with dead animals.
- -Not mind working alone.
- -Be able to work with different chemicals and not mind the smells.
- -Be able to handle small objects easily and accurately.
- -Be able to follow instructions.
- -Be able to match color accurately.
- -Have good eyesight (glasses are ok).

Don't Forget

1. Most Taxidermists learn this trade in an apprentice program in a museum or commercial Taxidermist's shop.
2. Sometimes on-the-job training is available in taxidermy.
3. Most taxidermy work is done indoors with good lighting and ventilation.

What does the future look like for this Job?

Job openings are good mainly in areas with a lot of hunting and fishing. Some jobs are available in large cities. It is an uncrowded field. Most opportunities exist in resort areas and in major coastal and lake areas.

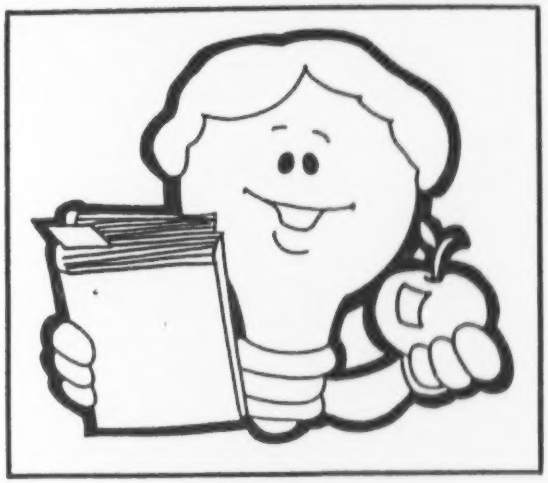
For more information write to:

National Museum of Natural History
10th Street & Constitution Avenue
Room 72-A
Washington, D.C. 20560

Museum of Natural History Dept.
The University of Iowa
Iowa city, Iowa 52242

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 236
Career Field Code TTE



Teacher Aide

It's a BRIGHT IDEA!

THE JOB:

The TEACHER AIDE works under the direct supervision of a certified teacher and helps in the running of the classroom.

What is it like to be a Teacher Aide

There are many routine jobs to be done in classrooms. Some of those jobs can take up more time than teaching. Teacher's Aides are doing most of these routine jobs in many schools. They give teachers more time to teach.

Some of the work is like that of an office clerk. Reports must be made for attendance and lunch money collections. Tests must be typed and duplicated. Test scores must be recorded. Classroom materials must be filed neatly.

Some Teacher's Aides help in classroom instruction. They may help slow students catch up with the rest of the class. They may prepare materials for scientific experiments.

Teacher's Aides often operate movie or slide projectors for the teacher. They check the materials out of the library or storeroom. They also repack the materials and turn them in after class.

Some of the work improves the welfare of the student outside the classroom. Teacher's Aides may be hall monitors between classes. They may help students get on or off school buses. They often help organize games on the playground. The main job of Teacher's Aides is helping the teachers. They must be willing to to do whatever the teacher asks.

How much can you make

Earnings Range:	$4.50 - $8.50/hour
Most Workers Earn:	$5.25 - $6.50/hour
Usual Starting Salary:	$4.68 - $5.25/hour

Hours of work

Teachers' Aides work during regular school hours, about 35 hours/week.

To prepare for this job you should...

Complete your high school education. Many community colleges and area vocational technical centers offer courses for Teacher Aides.

High school courses that are helpful

English
Mathematics
Social Studies
Science
Typing
Business Machines
Art
Music
Child Development

Other training

A summer job as a camp counselor or part-time work in a nursery can give you some experience in working with children.

If you want to be a Teacher Aide you should

-Like to work with children.
-Be good at explaining things to children.
-Do well in most academic subjects.
-Be able to sit or stand for long periods.
-Follow instructions well.
-Be calm in emergencies.
-Have talent in art or music.

Don't Forget

1. Teacher's Aides are not employed during the summer.
2. Most Teacher's Aides are women.
3. A job as a Teacher's Aide is one way to find out whether you would like teaching.
4. Teacher's Aides may be offered group insurance rates and sick leave.
5. Teacher's Aides may work in elementary schools, middle schools or high schools.

What does the future look like for this Job?

Job openings are best in large schools and urban areas where large classrooms are. Usually, there are more teacher's aides in elementary and middle school than in high schools. The need for teacher's aides is expected to increase.

For more information write to:

American Federation of Teachers
AFL-CIO
555 New Jersey Ave., N.W.
Washington, D.C. 20001

National Assn. for the Education
of Young Children
1834 Connecticut Avenue., N.W.
Washington, D.C. 20009

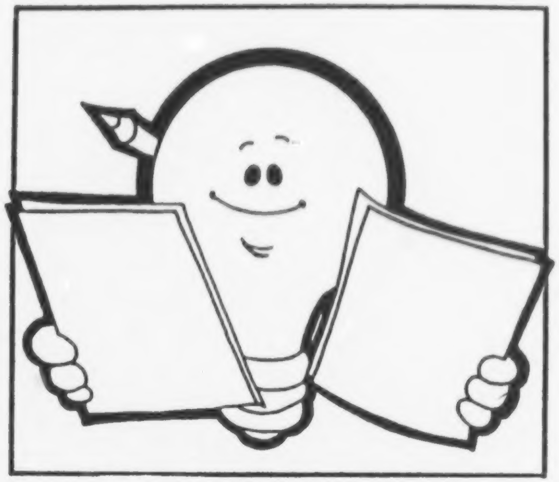
National Education Assoc.
of the U.S.
1201 16th Street, N.W.
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 237

Career Field Code TLC



Teacher, Adult Education

It's a BRIGHT IDEA!

THE JOB:

An ADULT EDUCATION TEACHER instructs education in and out-of-school youth and adults in basic courses in public, private, or vocational schools. They presents lectures and discussions to groups to increase students' knowledge or vocational competence.

What is it like to be an Adult Education Teacher

Adult Education Teachers instruct students in one of the basic subject areas. They evaluate and report their progress to them. They advise students regarding various issues. They go to meetings. They make lesson plans.

Adult Education Teachers conduct workshops, labs, demonstrations and prepare outlines of instructional programs. They present lectures and discussions to groups. They help students to grow emotionally and socially.

Adult Education Teachers work with students of different age groups and many ethnic backgrounds. The work is personally rewarding and may be full-time or part-time.

How much can you make

Earnings Range:	$15,000 - $27,000/year
Most Workers Earn:	$16,800 - $18,000/year
Usual Starting Salary:	$15,500 - $18,000/year

Hours of work

From 35-48 hours/week. Most work Monday through Friday, but some classes are on Saturday.

To prepare for this job you should...

Finish high school with plans to attend a college or university. Some part-time adult education teachers may have occupational experience instead of a college degree.

High school courses that are helpful

Mathematics
English
General Science
Psychology
College Preparatory Courses
All the basic academic subjects

Other training

You might be able to work part-time as a Teacher Aide while going to college. It would help you to understand what exactly a teacher does besides teach.

If you want to be an Adult Education Teacher you should

-Like to work indoors.
-Like to work with adults.
-Like to advise others.
-Be patient.
-Be industrious.
-Stay physically stable.

Don't Forget

1. You must hold a teaching certificate in order to be considered for a teaching position. You get certified by passing a statewide exam.
2. You may only work 10 months out of the year.
3. Some work may have to be done beyond the paid work day such as grading tests or making lesson plans.

What does the future look like for this Job?

The need for teachers is increasing and is expected to increase over the next ten to fifteen years.

For more information write to:

American Federation of Teachers
555 New Jersey Avenue., N.W.
Washington, D.C. 20001

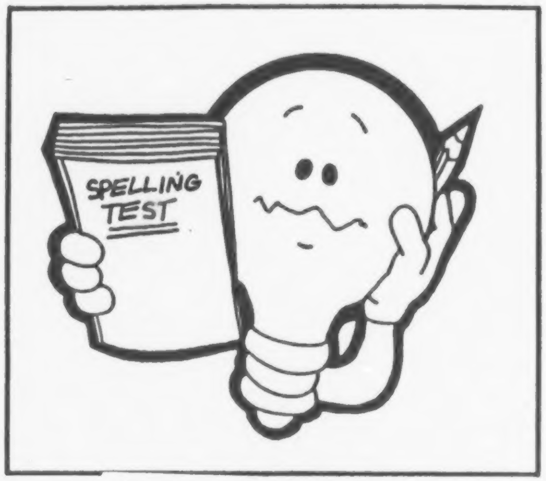
National Education Association
1206 16th Street, N.W.
Washington, D.C. 20036

U.S. Dept. of HEW
Office of Education
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 238

Career Field Code TLC



Teacher, Elementary School

It's a BRIGHT IDEA!

THE JOB:

ELEMENTARY SCHOOL TEACHERS help children learn to read, write, and manipulate numbers. They teach students age 6-11.

What is it like to be an Elementary School Teacher

Elementary School Teachers work indoors most of the time. They may teach grades one through eight. In most schools, they only teach grades one through fifth.

Most Elementary School Teachers teach one group of 20 to 30 students. They teach several subjects. They may also take the class to lunch and recess. Elementary Teachers must teach many things other than regular classroom work. They must teach some of the same things parents try to teach their children.

An Elementary Teacher has to fill out many forms and records. Absences must be marked in the roll book. Grades must be recorded. Forms are also used to check out films, records, and books from the library. Many schools require a written lesson plan for each day.

Teachers spend a lot of time in meetings. They have staff meetings with the principal and other teachers. They go to meetings of the local Parent Teacher Association. They may also attend meetings of other teacher organizations. Elementary Teachers often meet with students' parents to discuss problems their children may be having. When the school day ends, the Elementary Teacher may correct and grade homework and test papers. Lesson plans must be prepared for the next day.

How much can you make

Earnings Range:	$15,500 - $27,300/year
Most Workers Earn:	$16,800 - $18,500/year
Usual Starting Salary:	$15,500 - $18,000/year

Hours of work

Most Elementary Teachers only work in the classroom about 35-38 hours/week. They may work many more hours at home preparing for classes and grading papers.

To prepare for this job you should...

Complete your high school education with plans to attend a colleg or university. You may begin your studies in a community college and continue at a 4-year public or private college or university.

High school courses that are helpful

English
Social Studies
Music
Art
Mathematics
Science
Physical Education
Other college preparatory courses recommended by your guidance counselor or occupational specialist.

Other training

You can work as a Teacher's Aide if you like to see what teaching is like.

If you want to be an Elementary School Teacher you should

-Like to work with children.
-Be good at explaining things to children.
-Do well in most academic subjects.
-Be able to sit or stand for a long time.
-Pay close attention to details.
-Stay clam in emergencies.
-Not be easily upset emotionally.
-Have an interest in art and music.

Don't Forget

1. Many Elementary Teachers go back to college in the summer or may take the summer off.
2. Most Elementary Teachers get group rates on life and health insurance.
3. Teachers may also get paid holidays, sick leave, and retirement income.
4. Teachers must work closely with parents and sometimes may have to deal with problem students.

What does the future look like for this Job?

The demand for teachers is increasing and is expected to increase over the next ten to fifteen years.

For more information write to:

American Federation of Teachers,
AFL-CIO
555 New Jersey Avenue, N.W.
Washington, D.C. 20001

National Education Assoc. of
the U.S.
1201 16th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 239
Career Field Code TLC

TEST
SCORES
A+

Teacher, Handicapped Students

It's a BRIGHT IDEA!

THE JOB:

The job of a HANDICAPPED STUDENT TEACHER is to test, plan and work with physically handicapped students.

What is it like to be a Handicapped Student Teacl

Teachers of the Handicapped plan lessons for the students especially designed to help them overcome or deal with their handicaps. They may teach elementary or secondary school subjects.

Teachers of the Handicapped arrange special tools and work aids to be used by the students. They meet with parents and other staff members at the school to decide on the best training program.

Working with handicapped students requires a special person with alot of understanding. It can be a very rewarding and challenging career. Handicapped students may progress very slowly.

How much can you make

Earnings Range:	$15,500 - $27,300/year
Most Workers Earn:	$15,500 - $18,500/year
Usual Starting Salary:	$15,500 - $18,000/year

Hours of work

Normally 35 to 38 hours/week. 9 months per year.

To prepare for this job you should...

Finish high school with plans to attend a college or university.

High school courses that are helpful

Any college preparatory classes that are recommended by your counselor or occupational specialist plus physical education and health.

Other training

You will need at least a bachelor's degree in special education. Some schools require a master's degree.

If you want to be a Handicapped Student Teacher you should

- Like to work with people who have a handicap.
- Like to help people.
- Talk easily with people.
- Not mind sitting for long periods of time.
- Speak clearly.
- Be able to show others how to do things.

Don't Forget

1. It takes a certain kind of person to be able to work with handicapped students.
2. You may have to wait a long time to see any progress in your students.
3. This job can be very rewarding or very discouraging.
4. You will have to be certified to teach.

What does the future look like for this Job?

There is a great need for teachers of handicapped students. The demand for teachers is increasing and will continue to increase for 10 to 15 years.

For more information write to:

National Education Association
1201 16th Street N.W.
Washington, D.C. 20036

Assn. for Education of the
Visually Handicapped
919 Walnut Street, 4th Floor
Philadelphia, PA 19107

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 240

Career Field Code TLC

SAFETY
IN
THE
SHOP

Teacher, Industrial Arts

It's a BRIGHT IDEA!

THE JOB:

The INDUSTRIAL ARTS TEACHER teaches the use of industrial tools, materials, and processes. The Industrial Arts Teacher's main job is to teach courses that train young people to use tools and work in industry.

What is it like to be an Industrial Arts Teacher

Industrial Arts Teachers plan and teach classes, correct papers, and oversee students projects. They choose the materials and work needed to complete the course of study. They get to know students on an individual basis.

Industrial Arts Teachers act as advisors to student organizations within their field of knowledge. They take in-service courses, attend workshops, conferences, and take field trips to improve their ability.

Industrial Arts Teachers help students to develop an insight and understanding of industry, and its place in our culture; discover and develop talents, aptitudes, interests, and persons' aptitudes for pursuing technical and applied sciences; develop an understanding of industrial processes and the practical application of scientific principles; develop basic skills in the proper use of common industrial tools, machines and processes; and develop problem-solving and creative abilities involving the materials, processes, and products of industry.

Industrial Arts Teachers should be able to skillfully do the kinds of work they are teaching. They must also be able to write lesson plans and keep records.

How much can you make

Earnings Range:	$15,500 - $27,300/year
Most Workers Earn:	$16,800 - $18,500/year
Usual Starting Salary:	$15,500 - $18,000/year

Hours of work

35-38 hours/week. 10-11 months/year.

To prepare for this job you should...

Finish high school with plans to attend a college or university.

High school courses that are helpful

All college preparatory courses that are recommended by your counselor or occupational specialist are helpful. Also, any industrial arts courses that your school offers would be valuable.

Other training

You must have at least a bachelor's degree. Most employers also require two years of work experience.

If you want to be an Industrial Arts Teacher you should

-Like to help people.
-Like to explain ideas to others.
-Catch on quickly and remember things well.
-Be able to work with your hands and fingers.
-Speak, see, and hear clearly.
-Do mathematics problems quickly.
-Talk easily with people.
-Be able to judge distances and shapes.
-Be able to give directions.

Don't Forget

1. As an Industrial Arts Teacher, you should have the mechanical skills required to demonstrate all of the craft and mechanical skills you expect your students to learn.
2. Some work will have to be taken home.
3. You will have the satisfaction of seeing others learn.
4. You must be certified to teach.

What does the future look like for this Job?

There is a critical shortage of Industrial Arts Teachers at present.

For more information write to:

National Education Association
1201 16th Street, N.W.
Washington, D.C. 20036

American Federation of
Teachers, AFL-CIO
11 Dupont Circle, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 241

Career Field Code TLC

Teacher, Kindergarten

It's a

BRIGHT

IDEA!

THE JOB:

A KINDERGARTEN TEACHER teaches the natural and social sciences, personal hygiene, music, art and language arts children (4-6 years of age).

What is it like to be a Kindergarten Teacher

Kindergarten Teachers may be required to take a certain amount of college work every 3 to 5 years to keep up with the new developments in the field. They must move about the room constantly, teaching games, supervising work and play. They must maintain a positive cheerful attitude toward learning, school, and social interaction to encourage positive attitudes in their pupils because kindergarten is the first experience many children have with school schedules and relating closely with many other children.

Kindergarten Teachers provide a wide variety of experiences by means of dramatic play, story telling, field visits, and group discussions to stimulate student's interest in and broaden understanding of their physical and social environment.

Kindergarteen Teachers foster cooperative social behavior through games and group projects to assist children in forming satisfying relationships with other children and adults. They encourage students in singing, dancing, rhythmic activities and in using art materials to promote self-expression and appreciation or aesthetic experience.

How much can you make

Earnings Range:	$15,500 - $27,300/year
Most Workers Earn:	$16,800 - $18,500/year
Usual Starting Salary:	$15,500 - $18,000/year

Hours of work

Usually 2 classes a day at 2 1/2 hours each plus time outside class for preparation.

To prepare for this job you should...

Finish high school with plans to attend a college or university. You might want to take a part-time job in a nursery or pre-school.

High school courses that are helpful

All college preparatory courses that are recommended by your counselor or occupational specialist will be helpful.

Other training

You must have at least a bachelor's degree in either elementary education or early childhood education.

If you want to be a Kindergarten Teacher you should

-Like to work with children.
-Like to help people.
-Like to think up new ideas.
-Like to explain ideas to others.
-Be able to give directions.
-Pay attention to small details.
-Use correct english.

Don't Forget

Kindergarten Teachers must make the kindergarten experience pleasant and stimulating for each child. The teacher must be able to understand and meet each child's needs. They should also be able to teach obedience, punctuality, cleanliness, and cooperation. You may have to cope with minor problems and emergencies such as toilet accidents or scrapes and cuts from a fall.

What does the future look like for this Job?

There is a need for Kindergarten Teachers in most communities. The demand for teachers is increasing and continues to increase for the next 10 to 15 years.

For more information write to:

National Education Association
1201 16th Street, N.W.
Washington, D.C. 20036

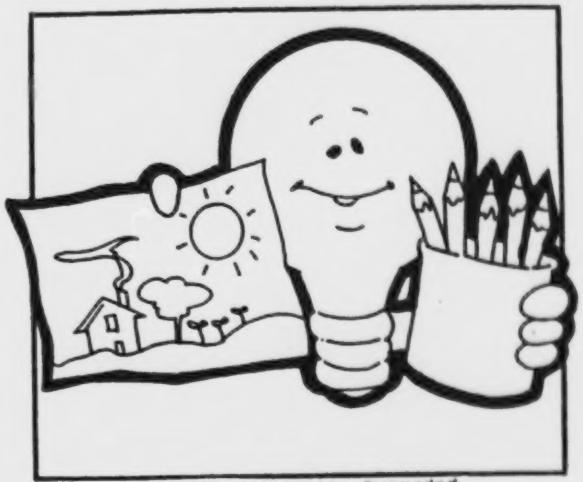
American Federation of
Teachers, AFL-CIO
555 New Jersey Avenue, N.W.
Washington, D.C. 20001

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 242

Career Field Code TLC



Teacher, Mentally Retarded

It's a

BRIGHT

IDEA!

THE JOB:

A TEACHER OF MENTALLY HANDICAPPED adapts all academic and recreational activities to the abilities of each child and tries to help the student develop those capabilities to the highest degree possible.

What is it like to be a Teacher Mentally Handicap

Teachers of the Mentally Handicapped work with retarded and other handicapped students. They usually work with elementary and high school age groups.

Tests are given to find out what each student's abilities are. The teacher plans class activities that give special attention to each students' problems. The classes are smaller than those in regular classrooms. When the classes are large a team of teachers work together dividing the class into small groups for many activities.

Mentally handicapped students need more encouragement than other students. The teacher must be careful not to demand too little or too much. Teachers of the Mentally Handicapped often plan many more 'lessons' for each class than other teachers would need. Handicapped children have trouble paying attention. To keep them from getting bored the teacher may use several short activities during the day.

The teacher must be careful not to give the handicapped student more work than they can handle. Each success helps the student try harder on the next task. Too many failures may cause the child to give up too quickly. The methods used in teaching the mentally handicapped are like those used in normal classrooms.

How much can you make

Earnings Range:	$15,500 - $27,000/year
Most Workers Earn:	$16,800 - $18,500/year
Usual Starting Salary:	$15,500 - $18,000/year

Hours of work

Most teachers of the Mentally Handicapped only work from 35 to 38 hours/week in the classroom. They may spend even more time outside the classroom preparing materials and making lesson plans.

To prepare for this job you should...

Complete your high school education with plans to attend a college or university.

High school courses that are helpful

High school courses that will help you are those recommended by your guidance counselor or occupational specialist to prepare you to enter a college or university.

Other training

You might want to minor a field such as psychology which might help you better understand the mentally handicapped person.

If you want to be a Teacher Mentally Handicapped you should

-Enjoy working with young children.
-Have a lot of patience.
-Not be discouraged easily.
-Be very sensitive to the needs of others.
-Work well as a member of a team.
-Be very good at explaining things clearly and simply.
-Have a good imagination.

Don't Forget

1. Some special schools operate all year round.
2. Most employers offer group rates on life and health insurance, paid holidays, sick leave, paid vacations, and retirement plans.
3. Parents of handicapped children may create more problems than the children do.
4. Many school systems hire Teachers of the Mentally Handicapped to help slow learners in regular classrooms.

What does the future look like for this Job?

Many Teachers of the Mentally Handicapped are needed throughout the United States. There is a critical shortage of teachers for all handicapped students.

For more information write to:

The Council for Exceptional
Children
1920 Association Drive
Reston, Virginia 22091

Special Education Career
Preparation
1201 16th Street, N.W.
Washington, D.C. 20036

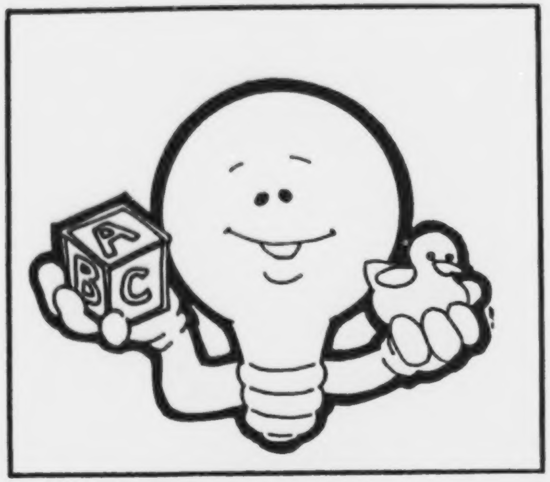
National Education Assoc.
of the U.S.
1201 16th Street, N.W.
Washington, D.C. 20036

U.S. Office of Education
Bureau of the Handicapped
Washington, D.C. 20202

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 243

Career Field Code TLC



Teacher, Pre-School

It's a BRIGHT IDEA!

THE JOB:

The PRE-SCHOOL TEACHER provides a program of education and early learning experiences for pre-kindergarten children, ages 3 to 5 years.

What is it like to be a Pre-School Teacher

Pre-School Teachers organize and participate in games, read to children, and teach them simple painting, drawing, handwork, songs, and similar activities. They help children develop habits of caring for themselves and their possessions by directing eating, resting and toileting.

Pre-School Teachers teach children skills such as buttoning, lacing and tying shoes, hanging up coats, and establishing routines of picking up and putting away toys, books and other supplies. They serve meals and refreshments to children.

Pre-School Teachers serve as substitute parents as well as teachers, so a genuine love for children and a warm, easygoing personality are essential.

How much can you make

Earnings Range:	$12,200 - $21,000/year
Most Workers Earn:	$13,500 - $15,000/year
Usual Starting Salary:	$11,500 - $13,500/year

Hours of work

The day is sometimes split between 2 groups of children. One group may come from 8 to 11 in the morning and the other from 1 to 4 in the afternoon. Pre-school teachers may work from 30 to 40 hours per week.

To prepare for this job you should...

Like small children. Like to work as part of a team. Consider learning to play the piano or othe musical instrument. Be able to find ways of guiding a child's imagination and to help them learn on their own. Like to babysit small children.

High school courses that are helpful

Art
Music
Physical Education
Literature (child development)
Other College Preparatory Classes

Other training

You may need a four year college degree in pre-school education. This includes teaching physical education, music, art, and literature for children.

Some private pre-schools do not require a four year college degree. Many community colleges and vocational technical centers offer courses in child development and/or day care worker.

If you want to be a Pre-School Teacher you should

-Plan to finish high school and maybe go on to college.
-Know that you may need a teaching certificate.
-Know that if is very satisfyng to see a child develop and progress in school.

Don't Forget

1. Salaries may be lower in pre-schools.
2. You may get summers off.
3. You may open your own pre-school.

What does the future look like for this Job?

More and more families have both parents working. There is a greater need for pre-schools and Pre-School Teachers than there is a supply of them. Competition is keen.

For more information write to:

American Federation of Teachers
555 New Jersey, N.W.
Washington, D.C. 20001

National Education, Assn. of the USA
1201 16th Street, N.W.
Washington, D.C. 20036

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 244

Career Field Code TLC

A=2
ALGEBRA
13XZ=

Teacher, Secondary School

It's a

BRIGHT

IDEA!

THE JOB:

SECONDARY SCHOOL TEACHERS teach students subjects they will need to know in business, industry, college and day-to-day life.

What is it like to be a Secondary School Teacher

Secondary School Teachers work indoors most of the time. They may teach grades nine through twelve. In some schools they also teach seventh and eight grades.

Most Secondary School Teachers only teach one subject. They may teach that subject to five different classes each day. A Secondary School Teacher usually has one free period. The free period is needed to fill out absentee records and other forms. Teachers also use any spare time to grade papers and plan lessons. Some schools require a daily lesson plan to be written for each class. Other forms must be filled out to get supplies from the school stockroom. Forms are needed to check out films, records, and books from the library.

Secondary School Teachers have to go to a lot of meetings. They have meetings with the principal and other teachers. They attend meetings of the local Parent Teacher Association and may also go to meetings of other teacher organizations. A Secondary School Teacher may meet with parents of individual students to discuss a student's special problems.

High school teachers may have 140 students in five classes. Some students are very adult at the age of 15 or 16 while some are still children when they are 17 or 18.

How much can you make

Earnings Range:	$15,500 - $27,300/year
Most Workers Earn:	$16,800 - $18,500/year
Usual Starting Salary:	$15,500 - $18,000/year

Hours of work

Most Secondary School Teachers only work about 35-38 hours per week in the classroom. They may work many more hours at home preparing for classes and grading papers. Generally teachers work 9-10 months a year.

To prepare for this job you should...

Complete your high school education with plans to attend a college or university.

High school courses that are helpful

English
Foreign Language
Social Studies
Art
Music
Mathematics
Speech
Science
Physical Education
Other College Preparatory Courses

Other training

You may want to work as a teacher aide to be sure that teaching is the career you would like to pursue.

If you want to be a Secondary School Teacher you should

-Like to work with young people.
-Be able to give instructions clearly.
-Do well in most academic subjects.
-Have a lot of patience.
-Be able to sit or stand for long periods.
-Pay close attention to details.
-Stay calm in emergencies.
-Not be easily upset emotionally.
-Have a good memory for names and faces.

Don't Forget

1. Many Secondary School Teachers take other jobs or go back to college during the summer.
2. Most Secondary School Teachers get group rates on life and health insurance.
3. Teachers may also get paid holidays, sick leave, and retirement income.
4. Some parents refuse to help teachers correct problems with students.

What does the future look like for this Job?

There is a small demand for Secondary School Teachers in the areas of mathematics and science. The best college students usually get the job.

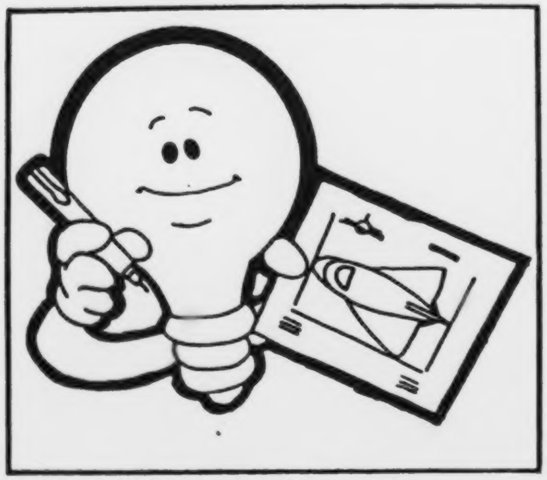
For more information write to:

American Federation of Teachers
AFL-CIO
555 New Jersey, N.W.
Washington, D.C. 20001

National Education Assoc. of the U.S.
1201 16th Street, N.W.
Washington, D.C. 20036

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 245
Career Field Code TTE



Technical Illustrator

It's a BRIGHT IDEA!

THE JOB:

A TECHNICAL ILLUSTRATOR is an artist that draws detailed pictures or parts and pieces of machinery that go into a product.

What is it like to be a Technical Illustrator

Technical Illustrators make three-dimensional drawings of electrical, mechanical, and structural parts and assemblies. They use many techniques of drafting and commercial art requiring mechanical knowledge, artistic ability, and they must have a strong sense of structure and detail.

Technical Illustrators make plans for the layout by study of blueprints, photographs, models and actual parts by consulting with engineers and others. This work may include charts, schematic diagrams and orthographic projections in additon to the customary three-dimensional isometric or perspective views. They may draw 'cut-aways' to show internal detail; 'exploded views' to illustrate individual parts in relation to each other.

Technical Illustrators may shade, color, or opaque parts of a drawing to give emphasis to certain details and to present various materials of the object. They work with pencils, ink, oils, water colors, airbrush, overlays and photographic eradicators. They may draw cartoons, letter titles, and draw textural material directly on the illustration, or make them separately and paste them in place.

How much can you make

Many earn from $5.00 to $10.00/hour. Some supervisors earn even more.

Hours of work

Usually work 40 hours/week with some overtime.

To prepare for this job you should...

Like to draw. Like to work with things and objects. Be able to listen to engineers and other people to determine how to draw a particular part. Be good at solving mathematics problems. Be able to draw very accurate pictures.

High school courses that are helpful

Art
Drafting
Blueprint Reading

Other training

Most employers require at least two years of technical training after high school. This training is available from vocational technical centers, community colleges and private trade schools.

If you want to be a Technical Illustrator you should

-Plan to get two years of training beyond high school.
-Be able to see things in three dimensions.
-Try to get a part-time job working in a graphic arts studio or other places that hire artists.
-Probably consider some computer programming.

Don't Forget

1. You may have to sit for long periods of time.
2. There may be some pressure in this job to meet a deadline.
3. You may start as an inker, letterer or paste-up worker.

What does the future look like for this Job?

Opportunities are expected to increase very little due to the advances in some of the techniques in illustrating. You need to learn how to generate graphics using a computer.

Competition is keen.

For more information write to:

American Institute for
Design & Drafting
3119 Prince Road
Bartlesville, Oklahoma 74003

Graphic Arts Technical Foundation
4615 Forbes Avenue
Pittsburgh, PA 15213

The Graphic Arts Guild
30 E. 20th Street, Rm 405
New York, NY 10003

The National Art Educ. Assn.
1916 Associa[illegible]n Drive
Reston, VA [illegible]1

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 246
Career Field Code CLE

VIEWVILLE
PHONE
DIRECTORY

Telephone Operator

It's a BRIGHT IDEA!

THE JOB:

TELEPHONE OPERATORS help callers get together with 'callees.'

What is it like to be a Telephone Operator

A Telephone Operator works indoors. Telephone Operators sit on a stool in front of a switchboard. When someone calls, a light signals the Operators. They answer the calls and plug cords into the correct sockets to make the connections. When the caller hangs up a light signals an Operator to disconnect the line.

Telephone Operators may work for small companies or for hotels. They may take messages for guests or businessmen in a building. In small businesses they may also be receptionists.

Many Telephone Operatorss may work for small companies or for hotels. They may take messages for guests or businessmen in a building. In small businesses they may also be receptionists.

Many Telephone Operators work for the telephone company as central office operators. A central office operator helps people make some long distance calls. They give information and help people make emergency calls for police or fire departments.

Telephone Operators work sitting down. The work is always the same and after awhile the motions become almost automatic. Even a tired Telephone Operator must be pleasant and courteous to callers.

How much can you make

Earnings Range:	$3.35 - $7.30/hour and above for supervisors
Most Workers Earn:	$6.00 - $6.80/hour
Usual Starting Salary:	$3.35 - $4.50/hour

Hours of work

Telephone Operators work 40 hours/week. They may work any 5 days of the week on any shift.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

English
Speech
Office Practices
Business Arithmetic
Typing

Other training

Some area vocational technical centers offer training in PBX switchboard operation which is similar to a telephone operator's switchboard.

If you want to be a Telephone Operator you should

-Not mind sitting for long periods.
-Have a clear, pleasant voice.
-Be patient, courteous, and tactful.
-Have quick reflexes and good hearing.
-Have normal eyesight (glasses are ok) and good color vision.
-Be at least 5 feet tall.
-Be able to work accurately under pressure.

Don't Forget

1. The telephone companies offer the most complete on-the-job training for Telephone Operators.
2. A telephone company will not hire anyone with a criminal record.
3. Most employers give aptitude tests to select Telephone Operators.
4. Most employers offer paid vacations and holidays, health insurance, and retirement plans.

What does the future look like for this Job?

There is some demand for Telephone Operators due to a high turnover rate.

For more information write to:

Communication Workers of America
1925 K Street, N. W.
Washington, D.C. 20006

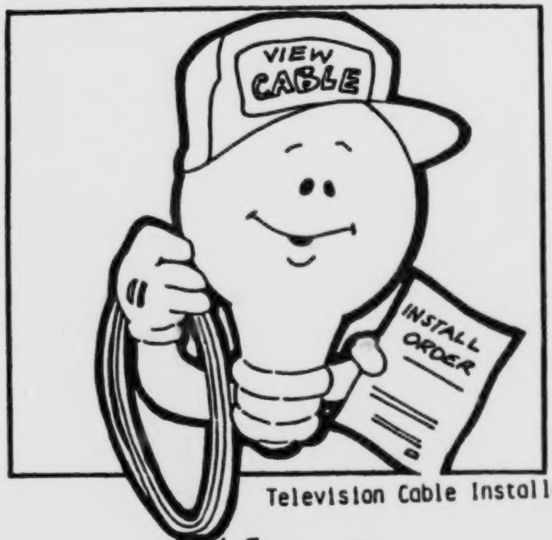
International Brotherhood of
Electrical Workers
1125 15th Street, N.W.
Washington, D.C. 20005

Telecommunications International
Union
P.O. Box 5132
Hamden, Conn 06518

American Telephone & Telegraph
Company
P.O. Box 2016
New Brenswick, [illegible] 08903

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 247
Career Field Code CMD



Television Cable Installer

It's a

BRIGHT

IDEA!

THE JOB:

A TELEVISION CABLE INSTALLER installs cable to book into people's homes.

What is it like to be a Television Cable Installer

A Television Cable Installer climbs poles or enters tunnels to cut feeder lines, attaches terminal boxes and repairs and replaces defective lines.

Television Cable Installers connects wire and runs them into the house to connect them to the Tv set. Some Television Cable Installers become supervisors with experience.

How much can you make

Earnings Range:	$4.00 - $12.00/hour for supervisors
Most Workers Earn:	$6.00 - $ 9.00/hour
Usual Starting Salary:	$4.00 - $ 5.00/hour

Hours of work

Most Television Cable Installers work overtime depending on the problems with installation.

To prepare for this job you should...

Remember things well, do math quickly, see differences in shapes and sizes and know about electricity.

High school courses that are helpful

Math
Physical Science
Electricity
Shop

Other training

You should take courses at an area vocational-technical center, community college or a private trade school.

If you want to be a Television Cable Installer you should

-Be precise.
-Work in an organized regular way.
-Study and compare information.
-Be able to lift 10-100 pounds.
-Be able to judge distance and shapes.

Don't Forget

1. You will drive a truck.
2. You could get tangled up in a high power line and get electrocuted.
3. Pay is fairly good.
4. You can work outside most of the time.
5. You may work overtime in an emergency situation.

What does the future look like for this Job?

There is a growing need for more TV Cable Installers as people wish more enjoyment from their TV sets.

For more information write to:

Communications Workers of America
1925 K Street, N.W.
Washington, D.C. 20006

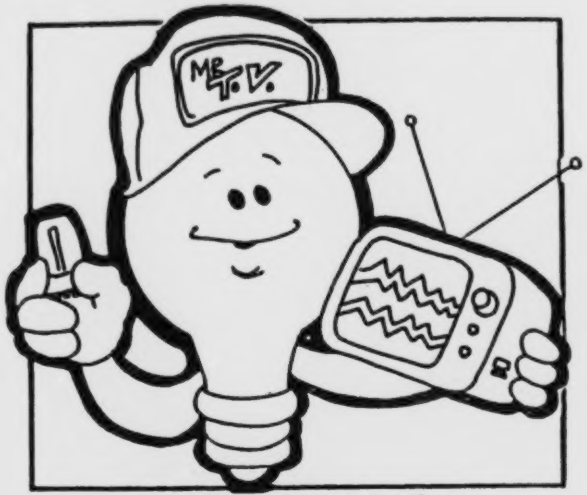
International Brotherhood of
Electrical Workers
1125 15th Street, N.W.
Washington, D.C. 20005

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 248

Career Field Code MCR



Television and Radio Repairer

It's a

BRIGHT

IDEA!

THE JOB:

The TELEVISION AND RADIO REPAIRER uses hand tools and electronic testing instruments to repair and adjust radio and television receivers.

What is it like to be a Televlision and Radio Rep

The Television and Radio Repairer's job has three parts:

Installation - The Repairer selects antennas needed for kind of receivers; puts in antennas; matches work to insurance policies and local laws; tests, drills, waterproofs, connects and makes adjustments.

Customer Service Calls - The Repairer diagnoses problems and makes repairs; tunes receivers,s test voltage and replaces tubes and parts.

Bench Work - The Repairer uses oscilloscopes, signal generators and other test devices; checks circuits and other parts and replaces parts as needed; in small shops, answers the telephone and sells radio and television sets.

How much can you make

Many earn from $5.00 to $12.00/hour. Repairers charge the customer for servicing their TV. A lot depends on how fast you can work.

Hours of work

Usually 40 hours/week. Some overtime may be necessary.

To prepare for this job you should...

Like to take things apart and put them back together again.

High school courses that are helpful

Electricity
Electronics
Drafting
Blueprint Reading
Mathematics
Algebra
Physics

Other training

A two-year technical program is required. These are available at vocational technical centers and community colleges. You can also become an apprentice and you can also learn electronic skills in the military.

If you want to be a Telelvision and Radio Repairer you should

-Plan to go to school two years beyond high school.
-Be able to lift heavy TV sets onto a work table.
-Learn to use electronic theories.
-Be able to deal with customers.
-Be able to drive a van.

Don't Forget

1. Repairers may have to supply their own hand tools.
2. Some TV and Radio Repairers start their own businesses.

What does the future look like for this Job?

There is a demand for good TV and Radio Repairers. A few trained apprentice should have little trouble being employed at a good wage.

For more information write to:

Fla. Bureau of Apprenticeships
1321 Executive Center Dr, East
Tallahassee, Florida 32301
(904) 488-8332

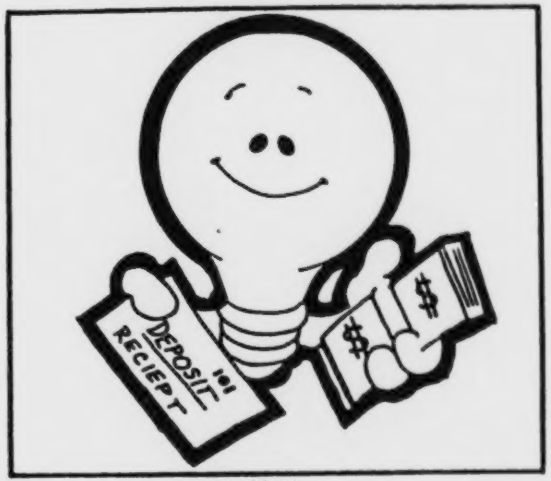
Natioanl Assn. of Television and
Electronic Services of America
5930 S. Pulaski Road
Chicago, Illinois 60629

Electronics Industries Assn.
2001 Eye Street, N.W.
Washington, D.C. 20006

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 249

Career Field Code CLE



Teller

It's a

BRIGHT

IDEA!

THE JOB:

BANK TELLERS take bank customers' money to put in the customers' accounts and give it back when the customers want it. They also handle the paperwork for loans and other banking services. Bank Tellers also count the cash that they handle and keep careful records for making reports.

What is it like to be a Bank Teller

A Bank Teller works in the front office of a bank. Banks are clean, quiet places to work. Most banks have good lighting, year-round air-conditioning wall-to-wall carpeting, and comfortable office furniture.

Bank Tellers count and record withdrawals (money taken out of an account) and deposits (money put into an account). Part of the Bank Teller's job is a lot like the job of a cashier in a store. The Bank Teller may count cash or checks on an adding machine. Some machines stamp the date and the amount withdrawn or deposited on the customer's savings passbook or on a deposit slip.

At the end of the day (or at lunch time) the tellers check the amount of money in each cash drawer to see if any mistakes have been made (this is called 'balancing'). Tellers who make a lot of mistakes don't stay tellers very long.

A bank may be very busy. A Teller must be able to work very quickly so people won't have to wait in line too long.

Bank customers may visit a bank many times without talking to anyone but the Bank's Tellers. Tellers have to be pleasant and courteous even on busy days.

How much can you make

Earnings Range:	$140 - $225/week
Most Workers Earn:	$140 - $225/week
Usual Starting Salary:	$140 - $160/week

Hours of work

Bank Tellers work days, 35 to 40 hours/week.

To prepare for this job you should...

Definitely finish your high school education.

High school courses that are helpful

Typing
Bookkeeping
Business Mathematics

Other training

You should take vocational courses in office occupations at an area vocational technical center.

If you want to be a Bank Teller you should

-Enjoy working with numbers.
-Like to work indoors.
-Like to work with other people.
-Be neat and friendly.
-Be able to take responsibility for your own work.
-Be honest.
-Not mind standing up while you work.

Don't Forget

1. If you have any criminal convictions on your record you cannot be a Bank Teller.
2. Two out of three bank tellers are women.
3. On-The-Job training may last a few weeks or a year.
4. Bank Tellers may get free checking service and low interest loans.
5. You may have to take intelligence and aptitude tests to get a job as a Bank Teller.
6. Bank employees can qualify for promotions by taking courses offered by the American Institute of Banking.
7. Employers offer paid vacations, holidays, and group insurance.

What does the future look like for this Job?

-Job opportunities are best in the growing urban areas of the State.
-Bank Tellers jobs have a high rate of turnover which create job openings.

For more information write to:

American Bankers Association
Personnel Administration & Mgmt
Development Committee
1120 Connecticut Avenue, NW
Washington, D.C. 20036

Bank Administration Institute
60 Gould Center
Rolling Meadows, Illinois 60008

Association of Independent
Colleges and Schools
1730 M. Street, NW
Washington, D.C. 20036

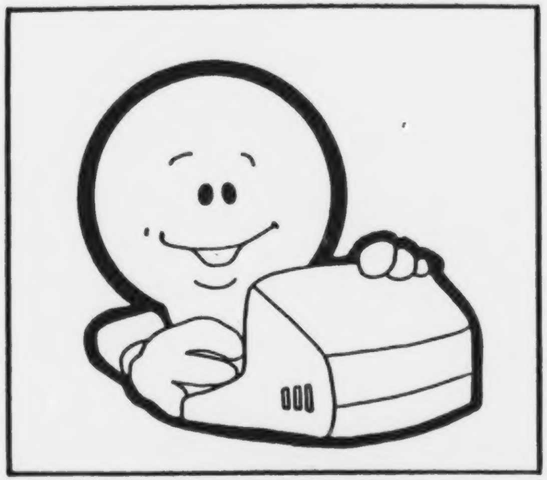
Indep. Ban[illegible] Assoc.of Amer.
1168 S. M[illegible]
Sauk Centr[illegible]N 56378

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 250

Career Field Code CLE



TERMINAL OPERATOR

It's a

BRIGHT

IDEA!

THE JOB:

A TERMINAL OPERATOR'S job is a lot like a typist's job, but instead of typing words on paper a Terminal Operator punches holes in cards.

What is it like to be a Terminal Operator

Terminal Operators work in business offices. They may work in large offices with many other Terminal Operators. They may work in small offices and do some typing or filing, too. A Terminal Operator sits at a desk and operates a machine which punches holes in computer cards. The keyboard of the machine may look like an electric typewriter or like a simple adding machine.

The working conditions are usually very pleasant. The room must be kept at an even temperature and humidity so the cards won't curl. The room is also arranged so that the noise from the machines won't be too loud.

Some Terminal Operators use a machine called a verifier which checks punched cards for mistakes. If a card has a mistake it has to be punched again. You can't erase a hole. The reason businesses use a computer is to speed up their work. A slow Terminal Operator isn't much use to a business.

How much can you make

Earnings Range:	$3.35 - $6.75/hour
Most Workers Earn:	$3.35 - $4.50/hour
Usual Starting Salary:	$3.35 - $3.60/hour

Hours of work

Most Terminal Operators work days, 35 to 40 hours/week. Some evening and part-time work is available.

To prepare for this job you should...

Finish your high school education.

High school courses that are helpful

Typing
Business Education
Office Machines

Other training

Keypunch training may be available at an area vocational school or technical education center. Some private business school offer keypunch courses.

If you want to be a Terminal Operator you should

-Like to work indoors.
-Not mind sitting at a desk all day.
-Be able to concentrate on details.
-Have a good memory.
-Not be upset by having to do a certain amount of work each day.
-Be able to work fast and still do a neat, accurate job.
-Have good vision (glasses are ok).
-Not mind doing the same things day after day.
-Be able to take instructions well.

Don't Forget

1. Some employers offer 3 to 6 weeks on-the-job training programs.
2. You may have to type at least 35 words per minute to start training as a Terminal Operator.
3. A new Terminal Operator may be 'on probation' until proving the ability to work at the necessary speed.
4. Many employers offer paid vacations and holidays, health and life insurance, and sick leave.

What does the future look like for this Job?

As more and more businesses begin using computers the demand for Terminal Operators will continue to increase. With additional training a Terminal Operator may advance to a job as a data processing technician.

For more information write to:

American Federation of Information
Processing Societies
210 Summit Avenue
Montvale, New Jersey 07645
0-
Office Education Association
Room 225
1120 Morse Blvd
Columbus, OH 43229

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 251

Career Field Code PWM

Tool and Die Maker

It's a

BRIGHT

IDEA!

THE JOB:

TOOL AND DIE MAKERS build and repair the tools and machines used to make other tools and machines.

What is it like to be a Tool and Die Maker

Tool and Die Makers work in machine shops. They build and repair the machines used to make metal parts. They must know how to set up many kinds of metalworking machines. They must be experts at operating the machines.

Tool and Die Makers may work from detailed blueprints. They may have sketches or models of the parts needed. Sometimes they just have a description of how the finished machine should work. They must figure out the exact size and shape of each part, and plan how to lay out the design on metal stock. Tool and Die Makers measure and mark designs on metal stock. They use lathes, grinders, milling machines, and shapers to machines and finish the parts. They may do a lot of hand work to make small corrections.

Besides making new tools, Tool and Die Makers also repair old ones. Almost every job is different in some way. As long as the job is done safely and accurately no one is likely to criticize a good Tool and Die Maker.

A Tool and Die Maker's work area is usually well-lighted. It may be noisy and dirty at times. The work area in a small shop is usually quieter and cleaner than in a larger one. Cooling and lubricating fluid may splatter some during machining. Goggles are required to protect their eyes.

How much can you make

Earnings Range:	$4.10 - $10.15/hour
Most Workers Earn:	$5.50 - $ 8.00/hour
Usual Starting Salary:	$4.10 - $ 5.00/hour

Hours of work

Most Tool and Die Makers work days, 40 hours/week.

To prepare for this job you should...

You will need a high school diploma to qualify for training as an apprentice Tool and Die Maker.

High school courses that are helpful

Physics
Chemistry
Mathematics (algebra, geometry, trigonometry)
Mechanical Drawing

Other training

You should try to take vocational technical courses in machine shop, blueprint reading, and electronics at an area vocational center or technical education center.

You should discuss your plans with your vocational counselor or occupational specialist and a representative of a local joint apprenticeship committee.

If you want to be a Tool and Die Maker you should

-Prefer to work indoors.
-Like to do very precise work with your hands.
-Not mind working alone (there are usually other people nearby doing the same kind of work.
-Not mind some dirt and grease in your work area.
-Not be bothered by loud noises.
-Be able to imagine a finished product from a drawing.
-Like to work with machinery.
-Be able to lift up to 50 pounds.
-Have good eyesight (glasses are ok).
-Be able to work standing up.
-Follow instructions well.
-Like doing many different things in your job.

Don't Forget

1. It will probably take several years of experience even after completing an apprenticeship to become an expert Tool and Die Maker.
2. Many companies pay for funeral leave, jury duty, and military service training. Most employers offer paid holidays, and paid vacations.
3. Many companies have pensions, profit sharing, and retirement plans. Some offer employee discounts on purchases, free work uniforms and uniform laundry.
4. More than half of the machine shops pay for life, accident and hospitalization insurance. Some pay Christmas bonuses and give educational assistance for courses.

What does the future look like for this Job?

There is a demand for Tool and Die Makers. Jobs will be found in larger towns and cities where industrial plants are located.

For more information write to:

International Assoc. of Machinists
and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D.C. 20036

Fla. Bureau of Apprenticeships
1321 Exec. Center Drive, East
Tallahassee, Florida 32301
(904) 488-8332

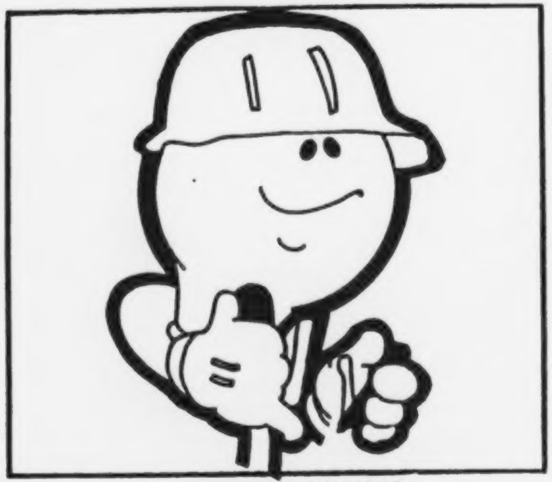
International Union, United
Automobile, Aerospace and
Agricultural Implement
800 East Jefferson Avenue
Detroit, Michigan 48214

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 252

Career Field Code TMM



Tractor Crane Operator

It's a

BRIGHT

IDEA!

THE JOB:

A TRACTOR CRANE OPERATOR operates a derrick, crane or hoist to lift and move heavy objects.

What is it like to be a Tractor Crane Operator

They sit inside of a cab and operate all types of levers and foot pedals. They watch the load being hooked to the end of the crane. They may transfer supplies to production points. They move materials from a truck to the ground. They transfer scrap and waste to storage piles. They may clean and oil the crane

How much can you make

You may start at $4.00 to $6.00/hour. You can earn as much as $12.00/hour or more. A lot depends on the size of the city as well as the size of the job.

Hours of work

Usually 40 hours/week. A lot depends on the weather.

To prepare for this job you should...

Visit a construction site. Talk to a Tractor Crane Operator and ask them to show you what they do.

High school courses that are helpful

Auto Mechanics
Shop
Industrial Arts
Driver's Education
Mathematics

Other training

A 3 to 4 year apprenticeship is required with courses in welding, engine repair, cable splicing and safety.

If you want to be a Tractor Crane Operator you should

-Prepare to spend three years at least as an apprentice.
-Know that there is a lot of noise working in this job.
-Plan to join a union to work for some companies.
-Know that you may have to be 18 to qualify as an apprentice.
-Know that experience operating a tractor is helpful.

Don't Forget

1. You need to use your legs, hands and feet.
2. The Tractor Crane Operator is also called an Operating Engineer.

What does the future look like for this Job?

Jobs will depend a lot on the economy. When it's good, there is a lot of building going on. When it is bad, there is less need for Tractor Operators.

For more information write to:

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International Union of Operating Engineers
1125 17th Street, NW
Washington, D.C.  20036
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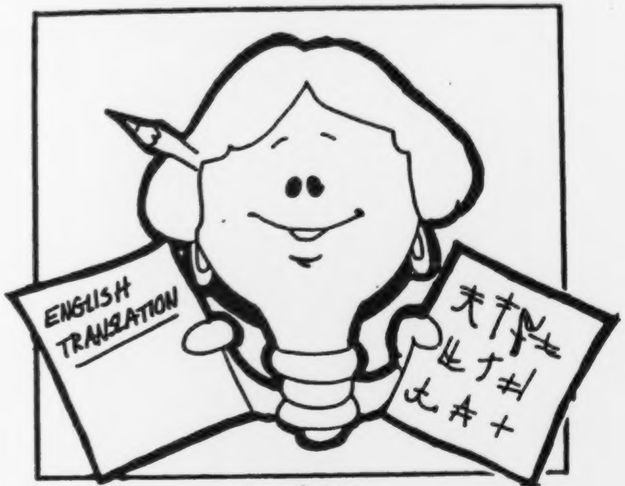
PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 253

Career Field Code WAE



Translator

It's a BRIGHT IDEA!

THE JOB:

A TRANSLATOR translates documents and other material from one language to another.

What is it like to be a Translator

Translators read material and rewrite material in specified language or languages, following correct rules pertaining to sentence structure, grammar, punctuation, and mechanics.

Translators may specialize in a particular type of material, such as news, legal documents, or scientific reports. They must know the alphabets of other languages and be able to write them legibly. They may use earphones to listen to what is to be translated.

How much can you make

Free lance translators can earn from $125 to $150/day.

Hours of work

May vary with each specific job or assignment.

To prepare for this job you should...

Be able to listen to exactly what someone says and without hesitation translate it into another language. Know that there is a great opportunity to travel. Be able to speak very clearly. Be able to work as part of a team. Use correct grammar.

High school courses that are helpful

Foreign Language (english, french, russian, spanish, german)

Other training

A college degree is usually required. Often, translators need to be knowledgeable in a technical field.

If you want to be a Translator you should

-Read foreign newspapers and magazines and listen to short wave radio programs.
-Plan to go to college for four years at least.
-Learn as much about the culture and the people you are working with as you can.

Don't Forget

1. You may be required to travel a great deal.
2. Many large corporations are doing international business.
3. Some end up teaching.

What does the future look like for this Job?

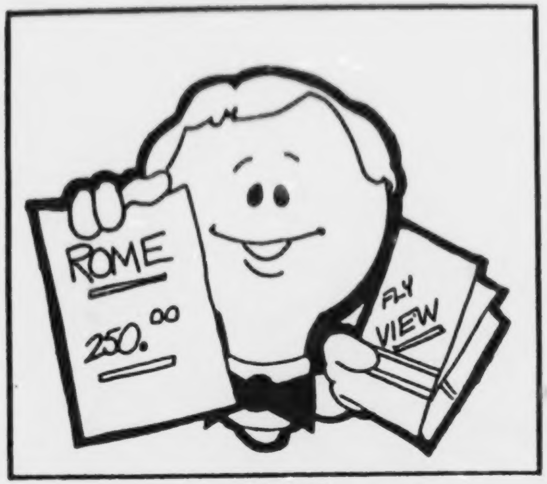
The job outlook is good. The military uses many translators.

For more information write to:

The United Nations
Recruitment Programs Section
New York, New York 10017

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 254
Career Field Code MAS



Travel Agent

It's a
BRIGHT
IDEA!

THE JOB:

TRAVEL AGENTS help other people with plans and arrangements for their vacations.

What is it like to be a Travel Agent

Travel Agents work indoors. They help people plan trips. Most work for hotels and travel agencies. Others work for automobile clubs. Airlines, bus companies, and major oil companies also hire Travel Agents.

Travel Agents help tourists decide where to vacation. They also help choose the best way to travel. Whether to go by car, train, boat, plane, bus, or bicycle may depend on the money and time available. Travel Agents set up motel and hotel reservations for tourists. Sometimes they arrange for meals, or reserve tickets for sports events, concerts, or movies. Some customers know exactly what they want. The Travel Agent may just have to concentrate on following orders exactly. Some customers have no idea what they want. They may be pleased no matter what the Travel Agent does. Sometimes nothing will please them.

Travel Agents' offices may be large or small. Some are just enclosed areas in hotel lobbies. The office is nearly always very comfortable and well-lighted. They may be very busy and crowded in the spring and summer. When business is good, Travel Agents have many questions to answer. They must remember many details. There may be dozens of last-minute changes in plans. Even when they are tired, busy, or annoyed, a Travel Agent must be pleasant and friendly to customers.

How much can you make

Earnings Range:	$ 9,000 - $20,000/year and above
Most Workers Earn:	$12,000 - $16,000/year
Usual Starting Salary:	$ 9,000 - $10,000/year

Travel Agents receive a commission from 5-10% of the cost of tickets.

Hours of work

Most Travel Agents work days, 40 hours/week. Evening and weekend work may be required during busy seasons.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

English
Typing
Business Mathematics
History
Foreign Language
Geography

Other training

A part-time or summer job as a ticket agent or reservations clerk would give you some good experience. You should do some traveling yourself.

You should consider business courses at a college or area vocational technical education center.

If you want to be a Travel Agent you should

-Prefer to work indoors.
-Like to meet and talk with people.
-Like to help other people make decisions.
-Have alot of patience.
-Be able to sit for a long time.
-Hear and speak well.
-Be good at business mathematics.
-Be able to read a map.

Don't Forget

1. On-the-job training may last up to one year.
2. Travel Agents usually work in large cities.
3. Some Travel Agents must keep up with changes in currency exchange rates, international customs, and visa laws.
4. Travel Agents have to read a lot of tourist advertising.
5. Most employers offer paid vacations and holidays, group insurance, and retirement plans.

What does the future look like for this Job?

More people are taking longer vacations each year and the demand for Travel Agents is expected to increase in most parts of the country. Travel Agents with many years of experience may become managers or even owners of their own agencies.

For more information write to:

Education and Training Department
American Society of Travel Agents
360 Lexington Avenue
New York, New York 10017

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 255

Career Field Code TMM

VIEW FREIGHT
TRUCK CO.

Truck Driver, Heavy

It's a BRIGHT IDEA!

THE JOB:

A HEAVY TRUCK DRIVER carries merchandise and equipment from the places where it is grown or manufactured to the places where it is used.

What is it like to be a Heavy Truck Driver

A Heavy Truck Driver spends almost all of his working hours behind the steering wheel of a truck. The Heavy Truck Driver rarely has to load or unload his truck but they have to keep accounts straight on invoices and receipts.

Heavy Truck Drivers may drive all day or all night. They may drive 10 hours a day, 6 days a week. The U.S. Department of Transportation will not allow Heavy Truck Drivers to drive more than 60 hours in 7 days or more than 70 hours in 8 days.

A tractor-trailer truck is a big responsibility. One truck may cost over $70,000 and the cargo may be worth $100,000 or more. A truck is not easy to drive and much practice is necessary to learn to back a trailer up to a narrow loading dock.

The U.S. Department of Transportation also sets safety standards for truck drivers. A truck driver's job may depend on a good driving record. A truck driver may do most of his driving alone.

Some Heavy Truck Drivers travel in pairs. One driver sleeps on a cot behind the seat while the other drives. Every few hours they trade places. Drivers on 'sleeper' runs are well-paid but are on the road for many days.

How much can you make

Earnings Range:	$10,000 - $25,000/year
Most Workers Earn:	$23,500/year
Usual Starting Salary:	$12,000/year

Independent truck drivers vary. It depends on mileage driven, number of hours, type of truck.

Hours of work

Heavy Truck Drivers work days or nights, 40 to 60 hours/week.
Heavy Truck Drivers often work on weekends and holidays.

To prepare for this job you should...

Many employers require a high school diploma for truck driver applicants. A few vocational technical centers offer programs in commercial vehicle driving which will give you the basic skills necessary to drive a large truck.

High school courses that are helpful

English (grammar and spelling)
Basic Arithmetic
Driver Education

Other training

You should take courses in automobile or diesel mechanics at an area vocational school or technical education center.

If you want to be a Heavy Truck Driver you should

-Not mind working alone.
-Be able to make mature decisions.
-Be able to stay alert for long periods.
-Be able to set your own working speed and stick to it.
-Have quick reflexes.
-Have good eyesight and hearing (glasses and hearing aids are ok).
-Be a good driver.

Don't Forget

1. You must be at least 21 years old and have a chauffeur's license.
2. Some employers require new Heavy Truck Drivers to be at least 25 years old.
3. Some employers require 2 to 5 years diesel truck driving experience before they will hire a Heavy Truck. Most Drivers start out on short runs.
4. A Driver must inspect his truck and write a report at the start and finish of each run.
5. Many employers offer paid vacations, holidays, health and welfare plans.
6. Many companies pay for places for drivers to stay overnight .

What does the future look like for this Job?

There is a good demand for truck drivers in most areas. Jobs may be found with contract trucking companies or with large businesses that own their own trucks. Instead of a promotion an experienced driver usually gets his choice of the best routes and more pay. Most of the other employees in a trucking terminal make less money than a driver.

For more information write to:

International Brotherhood of Teamsters,
Chauffeurs, Warehousemen and Helpers of
America (Ind.)
25 Louisiana Avenue, N.W.
Washington, D.C. 20001

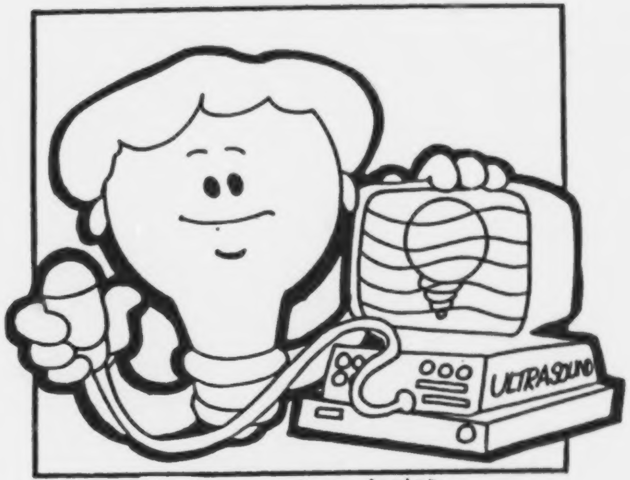
American Trucking Associations, Inc.
616 P Street, N.W.
Washington, D.C. 20036

Florida Trucking Assn.
704 Gilmore Street
Jacksonville, Fl 3220

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 256

Career Field Code HTT



Ultrasound Technologist

It's a

BRIGHT

IDEA!

THE JOB:

The ULTRASOUND TECHNOLOGIST operates ultrasound diagnostic equipment to produce patterns and positive pictures of internal organs, for use by professional personnel to diagnose diseases, study the malfunction of organs, and prenatal examination of fetus and placenta.

What is it like to be an Ultrasound Technologist

Ultrasound Technologists selects equipment for use in ultrasound setup according to specifications of examinations. They photograph visual images of organs shown on display module.

Many Ultrasound Technologists discuss test results with department supervisors to decide if additional ultrasound exams is needed.

How much can you make

Earnings Range:	$12,000 - $21,000/year
Most Workers Earn:	$15,000 - $18,000/year
Usual Starting Salary:	$12,000 - $15,000/year

Hours of work

Regular 40 hours per week; may include weekend hours.

To prepare for this job you should...

Finish high school with 1 to 2 years of paramedical experience.

High school courses that are helpful

English
Biology
Physics
Chemistry
Other College Preparatory Courses

Other training

A bachelor's degree in ultrasound or radiology at a university.

If you want to be an Ultrasound Technologist you should

-Catch on quickly.
-Like to work with machines.
-Use good judgment.
-Understand instructions.
-Like to work indoors.
-Be able to work with fingers and hands well.
-Have good eye-hand coordination.

Don't Forget

1. You may spend a great deal of time on your feet during work hours.
2. You may have to deal with patients who are unruly or very ill.
3. This is a very responsible job.
4. You will be helping other people.
5. Most employers offer medical insurance, retirement, paid vacation, holidays, and sick leave.

What does the future look like for this Job?

Employment in the health industry is expected to grow much faster then the average for all industries through the 1980's.

For more information write to:

The American Registry of Diagnostic
Medical Sonographers
2810 Burnet Avenue., Suite N2
Cincinnati, OH 45219

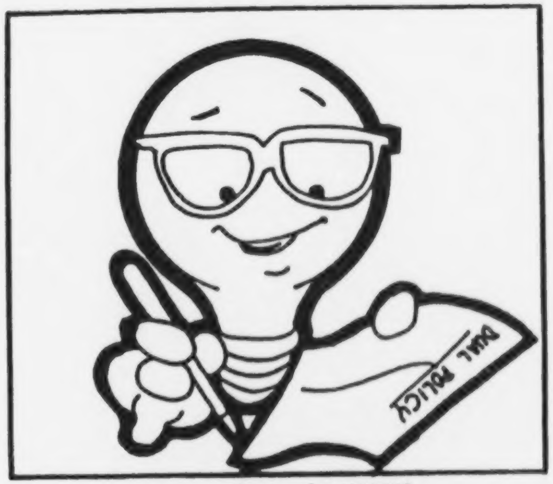
Society of Diagnostic Medical
Sonographers
P.O. Box 31782
Dallas, Texas 75231

Dept. of Allied Health Educ.
and Accreditation
535 N. Dearborn Street
Chicago, Illinois 60610

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 257

Career Field Code AMB



Underwriter, Insurance

It's a

BRIGHT

IDEA!

THE JOB:

INSURANCE UNDERWRITERS accept or reject applications for insurance.

What is it like to be a Insurance Underwriter

Insurance Underwriters study reports and application forms to determine the amount of risk. They review the personal and business records of the applicant. They accept or reject applicants.

Insurance Underwriters determine the cost for each policy. They recommend the limitation of the company's obligations.

How much can you make

Some earn from $8,000 to $33,000/year. Most earn between $14,000 to $30,000/year. You will usually start from $10,000 to $14,000/year.

Hours of work

Usually 40 hours/week. Frequent overtime is required.

To prepare for this job you should...

Like to work with a great amount of detail. Meet exact standards on the job. Be able to do mathematics problems quickly. Be able to write reports. Be able to work under pressure. Be a good judge of character.

High school courses that are helpful

Business
English
Speech
Mathematics
Economics
Bookkeeping
Typing
Business Law

Other training

Experience in the insurance business is almost mandatory. You could get a degree in risk management and insurance but it is not mandatory.

If you want to be an Insurance Underwriter you should

-Be able to speak and communicate well.
-Know a lot about legal terms and insurance terms.
-Know that you may be required to take a written exam.

Don't Forget

1. Some employers may require a college degree.
2. Some may wish you to have experience selling insurance.

What does the future look like for this Job?

The insurance business is continuing to grow. Opportunities are expected to increase, especially in the cities.

For more information write to:

Florida Land Title
Associtaiton, Inc.
2003 Apalachee Parkway
Suite 101
Tallahassee, Florida 32301

Insurance Information Institute
110 William Street
New York, NY 10038

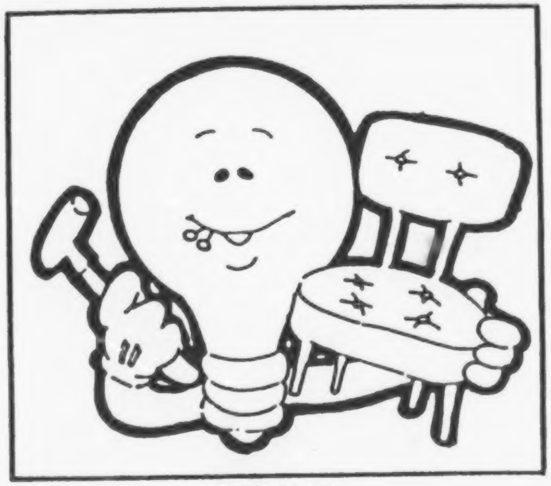
American Council of Life
Insurance
1850 K Street, N.W.
Washington, D.C. 20006

Alliance of American Insurers
20 N. Wacker Dri
Chicago, Illino 0606

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 258

Career Field Code PWM



Upholsterer

It's a BRIGHT IDEA!

THE JOB:

An UPHOLSTERER makes sofas and chairs comfortable to sit on and pretty to look at.

What is it like to be an Upholsterer

Most Upholsterers work in furniture factories or in furniture repair shops. Some work for department stores. An Upholsterers uses hand tools such as hammers, scissors, staplers and pliers. An Upholsterer also uses a special tool called a webbing stretcher.

To reupholster a chair or sofa Upholsterers first remove the worn out fabric and padding. They then replace any bent or broken springs. They may also have to replace the webbing which holds the springs. Once the springs are in position Upholsterers pad the springs and cover the padding with burlap. Then they cut the fabric chosen by the customer and stretch the fabric over the padding. The last step is sewing and tacking the fabric in place.

In a small shop one Upholsterer might do the whole job alone. In a large shop or a furniture factory an Upholsterer may do only one part of the job.

How much can you make

Earnings Range:	$9.00/hour
Most Workers Earn:	$6.00 - $8.90/hour
Usual Starting Salary:	$3.50 - $4.50/hour

Hours of work

Most Upholsterers work days, 40 hours/week.
Some Upholsterers work 4 hours, overtime on Saturday.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Wood Shop
Geometry
Sewing

Other training

You should take a course in upholstery or furniture refinishisng at an area vocational technical school.

If you want to be an Upholsterer you should

-Be strong enough to lift and move heavy furniture.
-Have strong hands and fingers to pull and stretch fabric into place.
-Have good color vision.
-Like doing the same kind of work all the time.
-Be able to follow instructions well.
-Be able to work well with other people.

Don't Forget

1. Upholsterers are trained on the job for 3 to 5 years.
2. Most Upholsterers work in large cities.
3. Some employers offer paid vacations and holidays, health and life insurance, and bonuses.
4. Upholsterers who work in department stores may get discounts on things they buy there.

What does the future look like for this Job?

The demand for Upholsterers is expected to remain steady. Qualified Upholsterers may become shop foreman or may go into business for themselves.

For more information write to:

Florida Bureau of Apprenticeships
1321 Executive Center Drive
Tallahassee, Florida 32301
(904) 488-0332

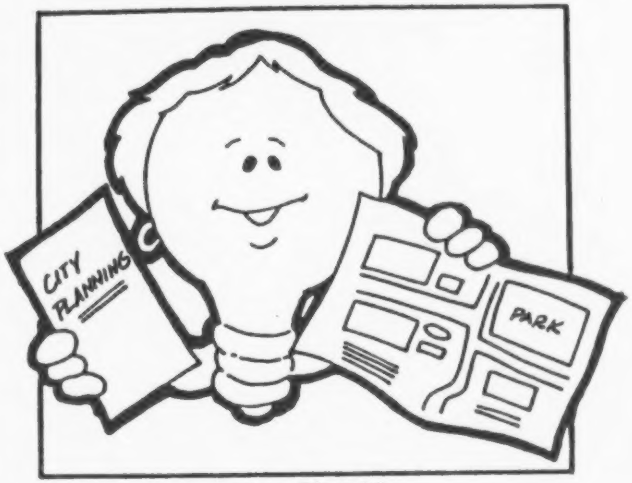
Ask your counselor or occupational specialist to help you arrange a visit to an Upholstery Shop in your area.

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 259

Career Field Code SLR



Urban Planner

It's a

BRIGHT

IDEA!

THE JOB:

An URBAN PLANNER often called a community or regional planner, develops programs to provide for future growth and the rebuilding of urban, suburban, and rural communities.

What is it like to be an Urban Planner

Urban Planners estimate the community's long-range needs for housing, transportation, business and industrial sites. They analyze and propose alternative ways to achieve more efficient and attractive urban areas.

Urban Planners prepare detailed studies showing current use of land. They propose ways of using undeveloped land and design the layout of recommended buildings and other facilities. They prepare materials that show how their programs can be carried out and the approximate costs. They confer with private land developers, civic leaders, and officials of public agencies that do specialized planning. They prepare and present public talks on urban planning.

How much can you make

Some earn from $15,000 to $32,000/year. Much depends on the size of the city you work in.

Hours of work

City and Urban Planners work 40 hours/week. Some nights and weekends are required.

To prepare for this job you should...

Like to work with detailed information. Know about how cities grow. Know about ecology. Be able to work as part of a team. Be able to think about the future and be very flexible.

High school courses that are helpful

Drafting
Science
Mathematics
Social Studies
Other College Preparatory Classes

Other training

A bachelor's degree in urban and regional planning is required. Some get degrees in engineering.

If you want to be an Urban Planner you should

-Plan to finish high school.
-Plan to go to college four years.
-Try to get a job in city hall in the planning department.

Don't Forget

Most Urban Planners work in clean, well-lighted and well ventilated offices however, they do spend some time working outdoors during the early stages of planning.

What does the future look like for this Job?

Many cities are employing city and Urban Planners to more efficiently plan their growth.

For more information write to:

EPA
U.S. Environmental Protection
Agency
Washington, D.C. 20460

American Planning Assn.
1776 Massachusetts Avenue, N.W.
Washington, D.C. 20036

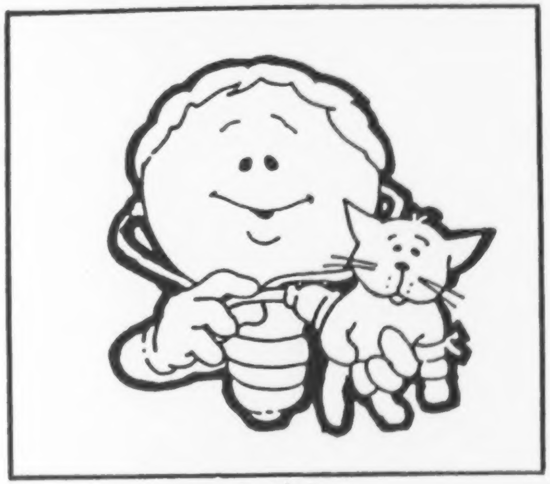
U.S. Dept. of Energy
P.O. Box 62
Oak Ridge, TN 37830

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 260

Career Field Code HDT



Veterinarian

It's a BRIGHT IDEA!

THE JOB:

VETERINARIANS are doctors whose patients are animals.

What is it like to be a Veterinarian

Veterinarians are doctors who treat animals. Most Veterinarians have their own offices. Some work in research laboratories or teach in colleges. Others work for public health departments, or for zoos.

Most of those who have private offices treat both large and small animals. Others specialize in treating small animals, mostly pets. A few treat only large animals, mostly on farms. Most private offices are a lot like a small hospital. They have waiting rooms with a receptionist. They have other rooms for examination and treatment. They must also have kennels for patients and an exercise area. Large animals are not usually brought to a verterinary hospital. Therefore, Veterinarians may make many more 'house calls' than other doctors.

Most of a Veterinarian's work is the prevention of diseases. When diseases are found in farm animals they may have to be killed to keep the disease from spreading. Veterinarians working for government agencies make regular inspections of all livestock. They also inspect meat and milk products.

Veterinarians in research laboratories make many kinds of medical tests. They test the effects of vitamins on animal growth, new vaccines and drugs. New methods in surgery are also tested on animals before tested on humans.

How much can you make

Earnings Range:	$18,000 - $57,000/year
Most Workers Earn:	$28,400/year
Usual Starting Salary:	$14,000 - $18,900/year

Hours of work

Most Veterinarians in private practice work from 48 to 60 hours/week. Emergency calls may require some night and weekend work. Veterinarians in research, teaching, and some government jobs work from 35 to 40 hours/week but usually make less than those in private practice.

To prepare for this job you should...

Finish high school with plans to attend a college or junior college followed by veterinary school.

High school courses that are helpful

Physics
Chemistry
Biology
English

Other training

You should begin contacting veterinary schools to find out what pre-veterinary college courses they require for admission (different schools have different requirements).

Veterinarians often hire students for part-time or summer work. Summer farm employment is also good experience.

If you want to be a Veterinarian you should

-Have the courage to work with animals which may try to bite, claw, or kick when in pain.
-Have enough endurance to work for long hours, sometimes with a lot of local traveling.
-Notice details.
-Really love animals and should have a strong desire to help them.
-Work well with your hands.
-Be willing to spend at least six years in school after high school.
-Be able to lift and carry between 50 to 100 pounds.

Don't Forget

1. Veterinary schools require two or three years of college work for admission. The applicants with the best grades are usually the only ones accepted (about half of those who apply).
2. Veterinary school is much like any medical school and usually takes four years although some have five year programs.
3. Veterinarians often work outdoors.
4. About 40% of all veterinary school applicants have completed four years of college.
5. Many Veterinarians are members of the American Veterinary Medical Assoc.
6. Scholarships and loans are available for veterinary students.

What does the future look like for this Job?

Job opportunities are declining some due to an increas in the supply of Veterinarians.

For more information write to:

American Veterinary Medical Association
930 N. Meachan Road
Schaumburg, Illinois 60196

American Farm Bureau Federation
225 Fourth Avenue
[illegible]ark Ridge, Illinois 60068

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 261

Career Field Code TLC

TUITION ASSISTANCE
MEDICAL CARE
APPLICATION

Vocational Rehabilitation Counselor

It's a

BRIGHT

IDEA!

THE JOB:

A VOCATIONAL REHABILITATION COUNSELOR counsels handicapped individuals provides vocational rehabilitation services.

What is it like to be a Vocational Rehabilitation Counselor

The duties of the Vocational Counselor I are comprehensive and varied. The less experienced Counselors may have fewer cases, and their work is supervised and reviewed by a supervising Counselor. Many skills and abilities needed can be acquired on the job; however, graduate training is increasingly being emphasized.

In the state rehabilitation agency, the Counselor I: (1) interviews clients to determine their handicaps, (2) conveys information about the vocational rehabilitation program to the client, (3) gathers information on the client from aptitude tests, education and training background and work history, (4) assists clients in setting up a vocational goal, (5) authorizes funds for necessary services such as medical, hospital and psychiatric treatment, (6) must have knowledge of the skills, physical demands, training requirements, and working conditions of occupations, (7) must talk with employers about hiring the handicapped, (8) coordinates and supervises job-training programs, (9) maintains records and carries out follow-up service on clients, (10) locates available and suitable job opportunities for clients, and (11) needs an understanding of human growth and development, human anatomy and physiology, and mental and emotional conditions.

How much can you make

Most earn from $13,500 to $16,000/year. Many earn more for supervising.

Hours of work

Normally 40 hours/week. Seldom work overtime.

To prepare for this job you should...

Be willing to help handicapped people. Want to work for the state that you live in. Be willing to work as part of a team. Be able to counsel handicapped clients and people who are recovering from injuries.

High school courses that are helpful

Science
Mathematics
Other College Prepartory Courses

Other training

You need at least a bachelor's degree in counseling, psychology or a related field. Plus in some cases two years of experience in some type of job working with people.

If you want to be a Vocational Rehabilitation Counselor you should

-Plan to finish high school and go to college for four years.
-Know that there will be some on-the-job training.
-Volunteer to work with handicapped people in a state hospital or rehabilitation facility.

Don't Forget

1. There will be some on-the-job training for this job.
2. You can advance to a Vocational Rehabilitation Program Administrator.

What does the future look like for this Job?

Most opportunities will be favorable for persons with a master's degree in counseling, psychology or social work. The veterans administration also has counselors.

For more information write to:

National Council on Rehabilitation Education
1200 Commercial Street
Emporia, Kansas 66801

National Rehabilitation Counseling Assn.
633 S. Washington Street
Alexandria, VA 22314

Div. of Resource Development
Rehab. Service Administration
U.S. Dept. of Education
330 C. Street, S.W.
Washington, D.C. 20201

Council Rehab[illegible]ation Educ.
162 N. State St., Room 317
Chicago, Illinois 60601

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 262

Career Field Code SRV

Waiter/Waitress

It's a BRIGHT IDEA!

THE JOB:

A WAITER/WAITRESS takes orders, serves food, clears tables, and may even operate a cash register.

What is it like to be a Waiter/Waitress

Waiters and Waitress work in restaurants of all sizes. In a very small restaurant the only employees may be the waiter or the waitress and a cook. In a small restaurant the Waiters and Waitresses may take the customer a menu and write down the customer's order (or just memorize it). After taking an order the Waiter or Waitress gives it to the cook. When the order is ready the Waiter or Waitress serves the food to the customer. A good Waiter or Waitress checks with the customers during a meal to see if they want anything else.

When the customer is finished a Waiter or Waitress gives the customer the bill. They may also take the payment for the meal. Even in some larger restaurants the Waiters and Waitresses may set up and clear the tables and carry dishes back to the kitchen. In more formal restaurants they only take orders and serve meals while busboys, hostesses, and cashiers do the other jobs.

A restaurant is usually a clean, comfortable place to work. Waiters and Waitresses work hard, carrying as mcuh as 30 pounds and staying on their feet all day. They make part of their income from tips so they have to be nice to all the customers, even the ones who aren't very nice in return. Another reason they have to be pleasant and friendly is so people will keep coming back to that restaurant.

How much can you make

Earnings Range:	$2.10 - $4.00/hour plus tips
Most Workers Earn:	$2.55/hour plus tips
Usual Starting Salary:	$2.10/hour plus tips

Waiters and Waitresses in nicer restaurants may make up to $100.00 or more per night in tips.

Hours of work

Waiters and Waitresses may work days or evenings, 40 to 50 hours/week. Part-time work is usually available.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Basic Arithmetic
English (grammar and spelling)
Health
Home Economics

Other training

A food service course at an area vocational school would be excellent training. You may be able to get a part-time job in a restaurant while you are still in high school.

If you want to be a Waiter/Waitress you should

-Like to meet and talk to people.
-Be pleasant to talk to, friendly, and courteous.
-Have neat, clean habits.
-Not mind doing the same things over and over.
-Have a good memory.
-Follow instructions well.
-Have a good sense of balance.
-Not be upset or angered easily.
-Be able to work on your feet all day.

Don't Forget

1. You may have to get a health card from your county health department.
2. Waiters and Waitresses often get free meals while they are on duty.
3. Many employers offer free uniforms and free uniform laundry.
4. Some employers offer paid vacations, group life insurance, and health and welfare plans.

What does the future look like for this Job?

Jobs are in large cities and towns. Usually restaurants want Waitresses more than Waiters. Qualified Waiters and Waitresses may be promoted to cashiers, hostesses, and head Waiters or head Waitresses.

For more information write to:

National Institute for the Food
Service Industry
120 South Riverside Plaza
Chicago, Illinois 60606

American Hotel and Motel Assn.
1407 S. Harrison Road
[illegible]ichigan State University
[illegible]ast Lansing, Michigan 48823

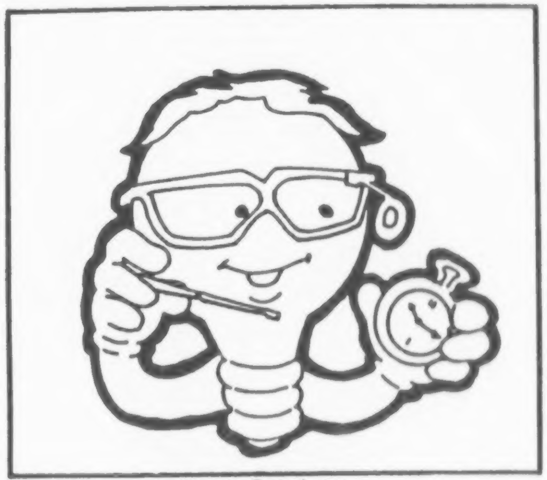
Council on Hotel, Restaurant, and
Institutional Education
Henderson Human Development Bldg
Room 118
University Park, PA 16802

Culinary Institut[illegible] America
P.O. Box 53
Hyde Park, NY 125[illegible]

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 263

Career Field Code MCR



Watch Repairer

It's a BRIGHT IDEA!

THE JOB:

A WATCH REPAIRER repairs, cleans and adjusts watches, clocks, and related instruments.

What is it like to be a Watch Repairer

Watch Repairers repair, clean and adjust parts of watches, clocks and timing switches. They remove the device from the case and examine it for non-working parts or dust. They take apart by hand the main spring, escape wheels and balance wheels, using pliers, screwdriver, and tweezers. They run a watch cleaning machine that cleans, rinses and dries the parts. They test the balance and wheel assembly.

Watch Repairers repair damaged or worn parts, using watch makers' machine. They replace broken parts such as main springs, jewels, stems, escape wheels and pinions, using handtools. They assemble the instruments and grease moving parts. They place instruments in a de-magnetizing machine that automatically removes magnetic properties from the instruments (clocks, watches, etc.). They replace the instrument in the case and test the instrument for accuracy, using watch rate records. They adjust the balance wheel speed regulators to match the reading of the instrument with the recorder.

How much can you make

Most earn from $275 to $400/week.

Hours of work

May have to work overtime, but normally 40 hours/week.

To prepare for this job you should...

Like to work without much supervision. Plan to go to school from 9 months to 3 years. Be able to work with very small parts. Like to work at a very clean and neat place all day.

High school courses that are helpful

Mathematics
Mechanical Drawing
Industrial Arts
Sales

Other training

A high school diploma is required and then you should go to a community college or vocational technical center or private trade school.

If you want to be a Watch Repairer you should

-Know that in many watch repair schools, a lot of time is spent taking apart and putting together different types of watch movements.
-Be able to become licensed by the state.

Don't Forget

1. In watch repair school, you may have to buy your own tools.
2. Promotions are limited since Watch Repair shops are usually small businesses.

What does the future look like for this Job?

Good Watch Repairers are needed at all jewelry stores and department stores.

For more information write to:

American Watchmakers Institute, Inc.
P.O. Box 11011
Cincinnati, Ohio 45211

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 264

Career Field Code PWM

Welder, Combination

It's a BRIGHT IDEA!

THE JOB:

Combination Welders join pieces of metal together by melting the edges, adding extra metal, and holding the pieces together while the metal hardens again. Welders also cut metal by melting part of it.

What is it like to be a Combination Welder

Some Welders work outside on building projects or in shipyards. Others work in factories or repair shops.

Welders use a very hot flame from a blowtorch or the heat of an electric arc to weld or cut metal. When metal is melted it may give off fumes. It's easy to get burned or shocked working with welding equipment. The electric arc which melts the metal in arc welding processes is very bright. Arc Welders have to wear helmets with very dark eyeshields or the light will blister them or burn their eyes. They also have to get used to the metal popping and snapping and throwing sparks.

Welders may have to work in almost any position. Some jobs may be vertical or even overhead. Some jobs may be done from scaffolds and beams high above the ground.

Welders may have to read blueprints, diagrams, and detailed work orders. They may have to plan the work and cut out some metal parts to be welded together. They have to know different ways to weld each different kind of metal or alloy.

Welders in factories may do one simple job over and over all day. Others work on skyscrapers, join pipelines together or help build planes.

How much can you make

Earnings Range:	$4.75 - $12.00/hour
Most Workers Earn:	$6.15 - $ 9.00/hour
Usual Starting Salary:	$4.75/hour

Hours of work

Most Welders work days, 40 hours/week. In some industries Welders may work any shift.

To prepare for this job you should...

Complete your high school education.

High school courses that are helpful

Mechanical Drawing
Mathematics
Metal Shop
Physics

Other training

You should take the welding course at an area vocational school or technical education center.

If you want to be a Combination Welder you should

-Like working with hand tools.
-Be able to spot small details.
-Not mind inspecting your own work carefully to be sure it is exactly right.
-Follow instructions well.
-Be strong enough to lift 100 pounds and carry 50 pounds.
-Not mind doing some jobs over and over.
-Be able to concentrate on your job for long periods.
-Not mind heat, noise, and fumes from melting metal.

Don't Forget

1. You should be at least 16 years old to start training as a Welder.
2. On-the-job training lasts from 1 to 4 years.
3. Many employers offer paid vacations and holidays, life and health insurance, and retirement plans.

What does the future look like for this Job?

Most new jobs will be in the manufacturing and construction industries. Experienced Welders may be promoted to foreman, inspectors, layout men, estimators, or superintendents. Some Welders start their own contracting businesses.

For more information write to:

U.S. Dept. of Labor Bureau of
Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

The American Welding Society
2501 7th Street, N.W.
Miami, Florida 33125

International Assoc. of Machinists
and Aerospace Workers
1300 Connecticut Avenue, NW
Washington, D.C. 20036

National Tool Die and Precision
Machine Association
9300 Livingston [illegible]
Washington, D.C[illegible]022

PREVIEW

VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 265

Career Field Code CMD

600 FT. PIPE
PUMP
HOSE

Well Drill Operator

It's a BRIGHT IDEA!

THE JOB:

A WELL DRILL OPERATOR sets up and operates a portable drilling rig to drill water wells.

What is it like to be a Well Drill Operator

Well Drill Operators use one of two methods – rotary drill or cable-tool. A crew of drillers and helpers install a drilling rig to support the machinery and equipment which raises and lowers the drilling tool.

The Driller moves levers to control the power rig and bolts trusses and guy wires to the erected mast. The Driller operates the machinery and selects drill bits best suited to the rock or earth being drilled. They listens to the sound of the drill and inspects cores to determine which bit to use. They pump water into the well bole to assist drilling. When a bit or other tool is lost, they 'fish' for it.

A Driller may restore old wells to active production. Arc welding equipment is used to sharpen or build up bits. They keep a record of all operations and geological finds. A Driller directs the processes involved in meeting emergencies.

How much can you make

Most earn from $5.00 to $8.00/hour

Hours of work

Overtime is often required.

To prepare for this job you should...

Be willing to travel and learn on-the-job training. Be willing to work in wet, muddy places and work outdoors in all types of weather.

High school courses that are helpful

Mathematics
Machine Drafting

Other training

Most of the training is on-the-job. It will improve your chances if you are familiar with the operation of a diesel engine.

If you want to be a Well Drill Operator you should

-Be able to do strenuous physical activities.
-Be able to bend, reach, and lift pipes and heavy drills.

Don't Forget

1. You may go into business for yourself.
2. You will work for drilling companies, public utilities or go into business for yourself.

What does the future look like for this Job?

Much depends on the economy and whether or not building is good.

For more information write to:

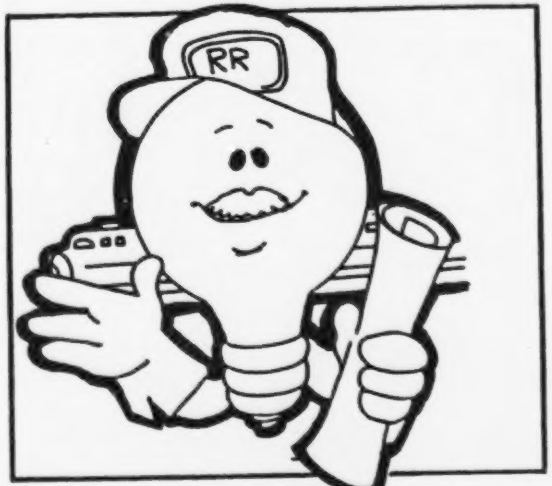
U.S. Dept. of Labor Bureau of
Apprenticeship Training
2574 Seagate Dr., Suite 264
Tallahassee, Florida 32301

-OR-

Talk to a Well Driller.

PREVIEW
VITAL INFORMATION FOR EDUCATION & WORK

VIEW # 266
Career Field Code TMM



Yard Coupler

It's a BRIGHT IDEA!

THE JOB:

A YARD COUPLER is responsible for a number of duties on trains. The Yard Coupler on the passenger train works under the direction of the conducter and may do any duties that they are instructed to do.

What is it like to be a Yard Coupler

Yard Couplers inspect equipment, place passengers' luggage in proper storage area, answers questions concerning train rules, station and time-table information. They regulate air-conditioning, heating and lighting on trains. Some make minor repairs to couplings, air hoses and journal boxes.

The Yard Coupler who works in a railroad yard switches cars which include raising coupling lever to uncouple cars, using arm or lantern signals to tell when to throw track switches and setting brakes or controlling the speed of a car from the top of the car.

How much can you make

Usual starting salary is $1500 - $1800/month.

Hours of work

Usually 40 hours per week. May have to work weekends, holidays, and evening shifts.

To prepare for this job you should...

Finish high school .

High school courses that are helpful

English
Math
Mechanical Shop
Driver's Education

Other training

You may want to get a part-time job as a Yard Coupler in the summer.

If you want to be a Yard Coupler you should

-Have good eye-hand coordination.
-Stay alert for long working hours.
-Be able to lift up to 100 pounds.
-Be cooperative.
-Like to do manual work.

Don't Forget

1. Union membership may be expected.
2. You get to travel.
3. Fringe benefits are very attractive.
4. You may be away from home a great deal.
5. Most employers offer health and accident insurance, life insurance plans, paid vacations and holidays, free railroad passes, and retirement.

What does the future look like for this Job?

The number of Yard Couplers needed on railroads is decreasing. Most job openings are the result of retirement, death, or promotions.

There will be an average of 53 openings per year statewide for all railroad brake operators between 1985 and 1990.

For more information write to:

United Transportation Union
14600 Detroit Avenue
Cleveland, Ohio 44107

American Railroads
American Railroads Building
Washington, D.C. 20036